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Leader and Members
of the Executive

Your contact: Martin Ibrahim
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Date: 29 October 2014

cc. All other recipients of the
Executive agenda

Dear Councillor

EXECUTIVE - 4 NOVEMBER 2014: SUPPLEMENTARY AGENDA NO 1

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

10. District Planning Executive Panel: Minutes - 22 October 2014 (Pages 3 - 12)

To consider recommendations arising from the following matters:

- (A) East Herts Gypsies and Travellers and Travelling Showpeople Identification of Potential Sites Study, September 2014

Minute 11 refers

- (B) Mead Lane Urban Design Framework

Minute 12 refers

- (C) Neighbourhood Planning Guidance Note

Minute 13 refers

(D) Greater Essex Demographic Forecasts 2012 – 2037 Phase 6 Main Report, September 2014

Minute 14 refers

(E) Delivery Study Update Report

Minute 15 refers

(F) Duty to Co-operate Update Report

Minute 16 refers

(G) East Herts Resident Survey on the Draft District Plan, July 2014

Minute 17 refers

(H) Draft District Plan Chapters 20-25: Response to Issues Raised During Preferred Options Consultation and Draft Revised Chapters

Minute 18 refers

11. Monthly Corporate Healthcheck - September 2014 (Pages 13 - 70)

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 NOVEMBER 2014
TIME : 7.00 PM

MINUTES OF A MEETING OF THE
DISTRICT PLANNING EXECUTIVE PANEL
HELD IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON
WEDNESDAY 22 OCTOBER 2014, AT 7.00
PM

PRESENT: Councillor M Carver (Chairman)
Councillors L Haysey and S Rutland-Barsby

ALSO PRESENT:

Councillors D Andrews, E Buckmaster,
G Jones, J Jones, M McMullen, P Moore,
M Newman, T Page, M Pope, P Ruffles,
K Warnell and G Williamson

OFFICERS IN ATTENDANCE:

Chris Butcher	- Senior Planning Officer
Isabelle Hadow	- Planning Officer
Martin Ibrahim	- Democratic Services Team Leader
Lorraine Kirk	- Senior Communications Officer
Kay Mead	- Senior Planning Officer
Martin Paine	- Senior Planning Officer
Laura Pattison	- Assistant Planning Officer
George Pavey	- Assistant Planning/Technical Officer
Jenny Pierce	- Senior Planning Officer
Claire Sime	- Planning Policy Team Leader

Kevin Steptoe - Head of Planning
and Building
Control Services

ALSO IN ATTENDANCE:

Paul Jobson - Peter Brett Associates

11 **EAST HERTS GYPSIES AND TRAVELLERS AND
TRAVELLING SHOWPEOPLE IDENTIFICATION OF
POTENTIAL SITES STUDY, SEPTEMBER 2014**

The Panel considered a report presenting the findings of the East Herts Gypsies and Travellers and Travelling Showpeople Identification of Potential Sites Study, September 2014. This made recommendations on the manner in which the identified accommodation needs of Gypsies and Travellers and Travelling Showpeople could potentially be met in the District for the period to 2031.

Before any consideration of the report, Officers advised that a few factual inaccuracies concerning two existing authorised sites detailed in the study had come to light. These were not of a material nature and would be corrected in the final version.

The Panel Chairman welcomed Paul Jobson, Peter Brett Associates, who was in attendance to give a presentation on the Identification of Potential Sites Study (IOPS). Mr Jobson detailed:

- the purpose of the IOPS and national policy requirements;
- existing provision and needs within East Herts;
- potential assessment areas and site criteria;
- sources of sites for assessment; and
- the outcomes of the Study.

In response to various questions, Mr Jobson and Officers outlined the consultation that had taken place with

stakeholders, which had included onsite meetings. They referred to the reasons why some publicly owned land had been identified as unsuitable sites as set out in Appendix D of the Study. It was emphasised that the District Plan would need to identify a five year supply of specific deliverable sites in the plan making period. In terms of determining planning applications, these would need to be considered on their merits in accordance with policies within the adopted Local Plan (or District Plan when adopted), along with Planning policy for travellers guidance and the National Planning Policy Framework.

The Panel Chairman added that no decisions on suggested sites were being proposed at this meeting and that the proposed working group would consider further the site options of the IOPS. The Council would follow the same approach in respect of Green Belt considerations towards potential traveller sites as the principles being used towards potential site allocations for general housing.

The Panel supported the recommendations as now detailed.

RECOMMENDED – that (A) the East Herts Gypsies and Travellers and Travelling Showpeople Identification of Potential Sites Study, September 2014, be agreed as part of the evidence base to inform and support the East Herts District Plan;

(B) the East Herts Gypsies and Travellers and Travelling Showpeople Identification of Potential Sites Study, September 2014, be agreed to inform Development Management decisions; and

(C) in light of the potential site options suggested in the Identification of Potential Sites Study, a joint Member/Officer Working Group be established to take forward the requirement to provide sufficient pitches and plots to meet the accommodation needs of Gypsies and Travellers

and Travelling Showpeople and to formulate an appropriate policy approach.

12 **MEAD LANE URBAN DESIGN FRAMEWORK**

Consideration was given to a report presenting the main issues raised during the consultation on the draft Mead Lane Urban Design Framework (UDF). The report also sought agreement that the proposed amendments be made, and that the UDF be adopted as a Supplementary Planning Document to the East Herts Local Plan, Second Review, April 2007 (Saved Policies).

In response to Members' questions, Officers advised that discussions with the County Council over education provision were ongoing and reference was made to the outcome of a recent planning application relating to Simon Balle School. Although the UDF made reference to the general character of the area, its purpose was to provide a broad framework. If adopted, it would be given significant weight in the planning application process.

The Panel supported the recommendations as now detailed.

RECOMMENDED – that (A) the issues raised during the public consultation on the draft Mead Lane Urban Design Framework, together with the Officer responses, be agreed;

(B) in light of the responses received, the suggested amendments to the document be agreed; and

(C) the Mead Lane Urban Design Framework be adopted as a Supplementary Planning Document to the East Herts Local Plan, Second Review, April 2007 (Saved Policies).

13 **NEIGHBOURHOOD PLANNING GUIDANCE NOTE**

The Panel considered a proposal to publish an updated guidance note on Neighbourhood Planning. A number of amendments had been made to the original Interim Guidance Note to reflect the requirements of the Town and Country Planning England Neighbourhood Planning (General) Regulations 2012 and to update and clarify the process and support available.

The Panel supported the proposal as now detailed.

RECOMMENDED – that the Neighbourhood Planning Guidance Note contained at Essential Reference 'B' to the report submitted be agreed and published.

14 **GREATER ESSEX DEMOGRAPHIC FORECASTS 2012 – 2037 PHASE 6 MAIN REPORT, SEPTEMBER 2014**

The Panel considered a report setting out the findings of the Greater Essex Demographic Forecasts 2012 - 2037 Phase 6 Main Report, which was intended to form part of the evidence base for generating an appropriate District-wide housing target for the period 2011 to 2031, and to inform and support the East Herts District Plan.

The Panel noted Councillor G Jones' continued scepticism over the estimated housing need.

The Panel supported the recommendation as now detailed.

RECOMMENDED – that the Greater Essex Demographic Forecasts 2012 - 2037 Phase 6 technical study, be agreed as part of the evidence base to inform and support the East Herts District Plan.

15 DELIVERY STUDY UPDATE REPORT

The Panel received an update on progress with the Delivery Study, a critical piece of the evidence base for the emerging District Plan as it would determine whether or not the development strategy set out in the Preferred Options District Plan can be delivered. The Study could result in material changes to the Draft Plan, and important decisions might be needed in terms of the scale of developer contributions to meet wider policy objectives (such as affordable housing) and support for the infrastructure needed to deliver the growth.

It was noted that Peter Brett Associates (PBA) had been appointed to undertake the Study and the Panel Chairman referred to their role as a critical friend. Officers highlighted their initial advice around the calculation of the housing requirement, the duty to cooperate and the importance of transport modelling in managing congestion.

Councillor G Jones questioned why the rise in the buffer requirement from 5% to 20% proposed by PBA had not been recognised earlier. Officers acknowledged that the rise was significant and could require additional sites to be brought forward, or existing sites to be brought forward earlier in order to achieve the 5-year housing land supply. The publication of new government guidance, and new evidence of the Planning Inspectorate's tough stance, had become available since the 5% proposal in the draft Plan. PBA had been appointed to challenge the Council as a critical friend so as to help achieve a sound plan by the time of Examination.

Councillor G Jones commented on PBA's recognition of the gap in the evidence around the cumulative impact of growth. Officers explained that further transport modelling was being undertaken to look at this, and PBA would be providing further advice as part of the commission. Councillor T Page further questioned the

impact of development in north-west Essex on parts of East Herts. Officers replied that the Council would be represented at the Examination hearings into the Uttlesford Local Plan, and this issue would be given attention by the Planning Inspector.

Councillor T Page asked how 'severe' transport impacts could be defined, and how this would apply to the District Plan proposals. Officers explained that both PBA and ATLAS were looking into this further. However, initial indications were that the Planning Inspectorate did not view worsening congestion as a reason to fail to meet to housing needs. This position was being kept under careful review in relation to the site options and the cumulative impacts, and the scope for putting in place specific transport strategies and mitigation measures would be considered further.

Councillor E Buckmaster asked what the situation would be if limited or no mitigation measures could be identified. Officers replied that this was a difficult question in light of the initial advice from PBA and all possible solutions would be carefully investigated. Further advice would be sought from PBA.

Councillor G Jones pointed to the ATLAS advice about development embargoes unless adequate infrastructure was forthcoming. Officers commented that the ATLAS advice pointed to the importance of getting a plan in place, because such requirements would be embedded in policies within the adopted plan.

The Panel supported the recommendation as now detailed.

RECOMMENDED – that the District Plan Delivery Study Briefing Note from Peter Brett Associates, including the implications for the District Plan timeline, and the updated ATLAS Deliverability Advice Note, contained at Essential Reference Papers B and C of the report submitted, be noted.

16 **DUTY TO CO-OPERATE UPDATE REPORT**

The Panel received the notes of the latest round of Member-level meetings with adjoining Local Planning Authorities. Consideration was also given to the progress made in setting up the 'Co-Operation for Sustainable Development Group', involving Authorities in eastern Hertfordshire, western Essex, and north London.

The Panel supported the recommendations as now detailed.

RECOMMENDED – that (A) the notes of Member-level meetings held with Stevenage and Welwyn Hatfield Councils, be agreed; and

(B) the Terms of Reference for the 'Co-Operation for Sustainable Development Group' of Authorities, be noted.

17 **EAST HERTS RESIDENT SURVEY ON THE DRAFT DISTRICT PLAN, JULY 2014**

The Panel considered the findings of the East Herts Resident Survey on the Draft District Plan Preferred Options undertaken between 22nd May and 8th June 2014. The report detailed the methodology used in the telephone survey of 502 residents. Various typographical errors were highlighted by Officers.

The Panel supported the recommendation as now detailed.

RECOMMENDED – that the East Herts Resident Survey July 2014, on the Draft District Plan Preferred Options, be agreed as part of the evidence base to inform the East Herts District Plan.

18 **DRAFT DISTRICT PLAN CHAPTERS 20-25: RESPONSE TO ISSUES RAISED DURING PREFERRED OPTIONS CONSULTATION AND DRAFT REVISED CHAPTERS**

The Panel considered a report drawing attention to the issues raised through the recent consultation in connection with Chapters 20 – 25 of the Draft District Plan Preferred Options, together with Officer responses to those issues. The Panel also considered draft revised chapters showing proposed amendments, for subsequent incorporation into a revised Draft District Plan.

The proposed amendments were presented as working Draft Revised Chapters only at this stage, as they might change before final agreement of a revised Draft District Plan. Therefore, these Revised Chapters would only be presented to the Executive until such time that the complete suite of amendments were collated and presented as one comprehensive Revised Draft District Plan.

Officers referred to a missing page from the printed version of the agenda in respect of the Issues report for Chapter 21 – Heritage Assets. A revised version was tabled which had been amended to take account of comments received from the Bishop’s Stortford Museums Trust relating to the storage of materials uncovered during excavation. Councillor G Jones suggested that the amendment should also make reference to making the evidence publicly available. Officers undertook to consider this further.

The Panel supported the recommendations as now detailed.

RECOMMENDED – that (A) the issues raised in respect of Chapters 20 - 25 of the Draft District Plan Preferred Options, as detailed at Essential Reference Papers B - G to this report, be received;

(B) the Officer response to the issues referred to

in (A) above, as detailed in Essential Reference Papers B - G to the report submitted, be noted; and

(C) the draft revised chapters, as detailed in Essential Reference Papers B - F to the report submitted, be noted, with decision on their final content being deferred to allow consideration of further technical work and other issues.

19 CHAIRMAN'S ANNOUNCEMENTS

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

He reminded Members that the next Panel meeting would be held on 8 December 2014. Before then, a further meeting with parish and town council representatives had been arranged for 6 November 2014.

Finally, the Panel Chairman apologised for various typographical errors that had been identified in the agenda papers and stated that these would be referred to when relevant.

20 MINUTES

RESOLVED – that the Minutes of the Panel meeting held on 17 July 2014, be approved as correct record and signed by the Chairman.

The meeting closed at 9.03 pm

Chairman
Date

EAST HERTS COUNCIL

EXECUTIVE – 4 NOVEMBER 2014

MONTHLY CORPORATE HEALTHCHECK – SEPTEMBER 2014

REPORT BY THE LEADER OF THE COUNCIL

WARD (S) AFFECTED: All

Purpose/Summary of Report:

- To set out an exception report on finance, performance and risk monitoring for East Herts Council for September/Quarter 2 for 2014.

<u>RECOMMENDATIONS FOR EXECUTIVE: that:</u>	
(A)	the budgetary variances set out in paragraph 2.1 of the report be noted;
(B)	the current position for 'EHPI 181 – Time taken to process housing benefit new claims and change events' that is currently in the 'red' for the third consecutive occasion be noted, and to advise if further information regarding the current position is required (see paragraph 2.6);
(C)	a further drawdown of £55k from the Local Plan Reserve to fund additional expenditure on the Local Development Plan as set out in paragraph 2.13 of the report submitted, be approved;
(D)	a request for £30k capital bid for essential maintenance on the Council's Causeway Car Park in Bishop's Stortford, as set out in paragraph 2.29 of the report submitted, be approved;
(E)	the changes to the capital programme as detailed in paragraphs 2.33 to 2.35 of the report submitted, be approved; and

(F) the risk controls, as detailed at paragraphs 2.38 to 2.40 of the report submitted, be approved or amended if necessary.

1.0 Background

1.1 This is the finance, performance and risk monitoring 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.
- Risk information

1.3 **Essential Reference Paper 'B'** shows the Dashboard performance indicator summary analysis.

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' shows the council's 2014/15 savings.

Essential Reference Paper 'H' shows the July to September 2014 strategic risk register.

Essential Reference Paper 'I' 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 September 2014.

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.

	Current period		Variance since last month		Expected variance at year end	
	Favourable	Adverse	Favourable	Adverse	Favourable	Adverse
	£000	£000	£000	£000	£000	£000
(1) People						
Staff salaries (ERP D)	0	15	30	0	60	0
Land charges income	12	0	10	0	20	0
B&B charges	4	0	1	0	4	0
Renovation Grant (Repayment)	23	0	0	0	23	0
Assess accessibility of website	10	0	10	0	10	0
(2) Place						
New Homes Bonus grant	33	0	0	0	33	0
Contracted litigation service	8	0	0	0	20	0
Community Safety PCSOs	0	13	0	0	0	17
DCLG Housing Options Grant	0	50	0	0	0	50
Kerbside dry recycle collection	0	35	4	0	0	83
Trade bin disposal	50	0	0	1	0	4
Parking enforcement contract	129	0	57	0	111	0
Ring-Go expense	0	6	0	0	0	16
Refuse contract	0	7	0	1	28	0
Green waste collection	2	0	0	0	5	0
Dry recycling income	0	229	0	63	0	30

	Current period		Variance since last month		Expected variance at year end	
	Favourable	Adverse	Favourable	Adverse	Favourable	Adverse
	£000	£000	£000	£000	£000	£000
Paper banks income	0	4	0	0	0	3
Recycling miscellaneous	5	0	0	0	4	0
Trade waste collection	0	17	0	4	0	24
Trade bin income	29	0	0	12	38	0
Clinical contract collection	0	3	0	0	0	10
Clinical waste disposal	0	1	0	0	0	4
Clinical income	11	0	0	0	31	0
Street cleansing income	5	0	0	6	2	0
Market fees	0	10	0	0	0	20
Recycling textile bank	0	11	5	0	0	10
Recycling contribution (other LAs)	0	71	0	0	0	35
Wallfields electricity	11	0	5	0	5	0
Wallfields rent	0	4	0	12	0	12
Charington House electricity	95	0	97	0	97	0
Charington House service charge	0	17	0	27	0	27
Asset management consultant	0	10	0	6	0	6
NNDR costs	36	0	36	0	36	0

	Current period		Variance since last month		Expected variance at year end	
	Favourable	Adverse	Favourable	Adverse	Favourable	Adverse
	£000	£000	£000	£000	£000	£000
Building control safestyle partnership	0	0	12	0	12	0
Planning section supplies & services	2	0	5	0	7	0
Local development plan upkeep	9	0	0	55	0	55
Flood grant expenditure	0	21	0	21	0	21
Private sector tenancies	2	0	3	0	3	0
Housing options contributions	6	0	6	0	6	0
Single person homeless payments	6	0	6	0	6	0
(3) Prosperity						
Investment income	0	46	12	0	0	89
Internal audit service	15	0	0	0	0	5
Accountancy - subscriptions	0	6	0	0	0	3
Environmental health misc. hire	0	5	0	4	0	3
Development management charges	262	0	0	0	300	0

	Current period		Variance since last month		Expected variance at year end	
	Favourable	Adverse	Favourable	Adverse	Favourable	Adverse
	£000	£000	£000	£000	£000	£000
Planning pre-application charges	8	0	0	0	15	0
Development mgmt monitoring fees	6	0	0	0	8	0
Other development mgmt (income)	9	0	0	0	3	0
Other development mgmt (spend)	12	0	0	0	13	0
Jackson Square car washing	1	0	0	0	6	0
Parking display income	0	82	0	0	26	0
Parking new charging policy	0	12	0	0	0	12
PCN income	0	36	0	36	0	36
Car parking consultancy	5	0	5	0	5	0
Bishops Stortford car park	10	0	15	0	15	0
TOTAL	816	711	319	248	952	575
Net Projected Underspend						377
Contingency Projected Underspend						296
Total Variance - FAVOURABLE						673

- 2.2 Subject to all other conditions being equal, this would result in underspend of £377,000 against service budgets and if the rest of the contingency budget is not required, this would be a total of £673,000 underspend.
- 2.3 A summarised salaries monitoring report for the period April to September 2014 is attached at **Essential Reference Paper 'D'**. A favourable variance of approximately £60,000 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 The project to assess the accessibility of the East Herts Council website has been deferred until 2015/16 due to capacity issues. This will result in an underspend of £10k in the current year.

Performance analysis

- 2.6 **EHPI 181 – Time taken to process housing benefit new claims and change events.** Performance was 'Red' for September 2014 and has declined (i.e. has got worse) when compared to the previous month. This is the third consecutive month this indicator has been 'Red' and shown a declining trend. The backlog of work is being reduced supported by additional resources and improvement in the trend is anticipated from the next period.

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

Place

Financial analysis

- 2.7 Electricity costs at the Wallfields office have increased less than expected. This will result in an estimated underspend of £5k.
- 2.8 HMRC have now vacated the space they rent from the council at the Wallfields office. Rental income will therefore be £12k less than anticipated.
- 2.9 There is a favourable variance of £97k in respect of electricity costs at Charrington House. The council accrued for estimated electricity costs going back 4 years which had not been passed on by the landlord and which pre-date the fitting of a separate electricity meter. The landlord has agreed that these costs will not now be passed on to the council. The accrual is therefore no longer needed and has been reversed.
- 2.10 During the resolution of the Charrington House electricity issue (explained in the paragraph above) it was discovered that the council's air conditioning system was running off the landlord's electricity supply. These costs will be backdated for 1 year with an estimated additional cost of £27k to the council in 2014/15. The net underspend resulting from Charrington House electricity issues is therefore £70k.
- 2.11 Revaluations of council premises resulted in a reduction of £36k in business rate expenditure. This is offset by an additional £6k of revaluation fees. The net underspend is therefore £30k.
- 2.12 Building Control Service - The Safestyle UK Partnership commenced in October 2014. The council will undertake plan checking. Based on the anticipated number of monthly submissions, additional income of £12k is expected. Volumes are however at this stage uncertain.
- 2.13 Total expenditure on the Local Development Plan is expected to be £320k. This will be funded from the existing budget (£90k), money from the Herts Local Enterprise Project & PAS (£40k) and from a previously agreed use of reserves (£135k).
- 2.14 Expenditure on flood prevention shows an overspend of £21k which will be funded from a government grant of £125k received in 2013/14 and which currently forms part of earmarked reserves. The balance of the overspend reflects current known commitments.
- 2.15 Single Persons Homelessness monies received from Watford Borough Council over the last 2 years totals £36k (£30k carried

forward from 2013/14 and £6k in 2014/15). It is estimated that £12k will remain unspent by the end of 2014/15 and will be carried forward to future years.

Performance analysis

- 2.16 **EHPI 157c – Processing of planning applications: Other applications.** Performance was 'Amber' for September 2014. Performance was slightly below target for September 2014, 118 out of 137 applications were determined on time. 19 'other' applications had gone over the time scale.
- 2.17 **EHPI 2.4 – Fly-tips: Removal.** Performance was 'Amber' for September 2014. Although performance did not achieve the target, performance has improved from the previous month, as fly tipping removal times have improved to expected levels.
- 2.18 Performance data was not available at the time of writing this report for the following indicators due to the service still awaiting recycling data to come in from Herts County Council. The data will be verbally updated by the Chief Executive and Director of Customer and Community Services in the Executive report on 4 November 2014 if available:
- EHPI 192 – Percentage of household waste sent for reuse, recycling and composting.
 - EHPI 2.6 – Percentage of residual waste (refuse) sent for disposal.
- 2.19 The following indicators were 'Green', meaning that the targets were either met or exceeded for September 2014. They were:
- EHPI 157a – Processing of planning applications: Major applications.
 - EHPI 157b – Processing of planning applications: Minor applications.
 - EHPI 2.2 – Missed waste collections per 100,000 collections of household waste.
- 2.20 However despite meeting the target for September 2014 the following indicator showed a declining trend when performance is compared to the previous month:
- 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

- 2.21 A £36k (5%) adverse variance is expected in PCN income. This is due to an increase in motorist compliance and a reduction in performance by the PCN contractor.
- 2.22 Car parking consultancy expenditure is expected to underspend by £5k. It is anticipated that this money will now be spent in 2015/16. Any money underspent will need to be carried forward to use in 2015/16.
- 2.23 Special Item budget for Bishops Stortford Car Parking Futures no longer required due to consultation work not taking place. This will result in a favourable variance of £15k.

Performance analysis

- 2.24 The following indicators were 'Green', meaning that targets were either met or exceeded for September for 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.
- 2.25 However despite meeting the target for September 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 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

2.26 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 £296,000 which if not required during the year will result in a further favourable variance in addition to £377,000 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 expenditure, 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 Budget:	513		
People & Organisational Services	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.
HR	40	32	2x graduate trainee scheme for a 2 year term. Year one to be funded from contingency, Year 2 from cost of change reserve.
Facilities	15	16	One-off funding to support one temporary position.
Procurement	8	8	Procurement officer now employed full time by EHDC, contingency to fund 14/15 shortfall only. Growth item needed for future years.
Housing	12	11	To fund permanent increase in housing manager hours. This is a growth item required for future years.
Community Safety & Health	34	30	One-off funding to support 4 posts of different grades in Community Safety & Health. This will affect 2015/16 contingency budget as funding was dependent on start dates.

Environmental Services	12	8	To support assistant waste services manager post while on maternity leave.
Head of Customer Services	14	7	On-going funding to support full time replacement of customer service manager from September 2014. 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	42	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.
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	217	
Contingency still to be utilised	223	296	

Other Key Budget Commitments

2.27 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. If the remainder of this budget is unspent it will increase the councils reported underspend by an additional £349k. When added to the reported underspend of £673k this will give a total underspend of £1022k.

CAPITAL FINANCIAL SUMMARY

2.28 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	890	865	(25)
Place	874	1,111	1,090	(21)
Prosperity	671	1,251	1,132	(119)
Re-profiling potential slippage	(250)	0	0	0
Total	3,265	3,252	3,087	(165)

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 ‘I’**

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.
- 2.33 Two of the ten projects funded by Community Capital Grant are now complete and eight are still underway. Of the total approved expenditure of £142,680 it is estimated that £18,480 will slip into 2015/16. It is therefore recommended that £18,480 be slipped into the 2015/16 capital programme.
- 2.34 An external funding stream has not yet been identified for the Hartham Common, Hertford Parks Development Plan Project. It is recommended that the Council's £25k contribution to the project be slipped into the 2015/16 capital programme to allow potential external funding sources to be pursued.
- 2.35 An additional £28,500 is needed in the Integrated Development Management and Building Control Systems budget to fund the implementation of the new Planning and Building Control System. Of this amount, £20k is required for the building control phase of the project which will now be implemented separately. A further £8,500 is required for a new document management system. It is recommended that £28,500 be vired from the Applications budget to fund these costs.

2014/15 SAVINGS

- 2.36 The external auditor requires the council to establish whether the 2014/15 savings offered up by Heads of Service and Managers and agreed by Members to set the 2014/15 Council Tax, have actually been achieved. This is monitored and reported on a quarterly basis. **Essential Reference Paper 'G'** sets out those savings and using a RAG system of Red, Amber or Green Heads of Service and Managers have indicated the relevant RAG with accompanying narrative as to the savings status.
- 2.37 As at the end of the second quarter 98% of the value of planned

savings have been classified as 'Green' or 'Amber' or alternative action taken.

STRATEGIC RISKS

2.38 Controls for the period July to September 2014 have been updated.

2.39 The scores of all risks are also reviewed quarterly. Due to controls implemented, the impact rating of both SR12 (Increased levels of demand from residents and businesses) and SR13 (Here to Help) have been reduced from 4 to 2. Scores therefore now fall within 'control' so will no longer feature on the Strategic Risk Register. All others remain unchanged.

2.40 The owners of SR2 and SR6 have changed, and the description of SR5b has expanded slightly, but these minor amendments have no impact as far as the content of the register is concerned.

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&MIId=1792&Ver=4>

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Report Author:

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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 arising from the report.</p>
<p>Financial:</p>	<p>Financial discussions have taken place between Directors and Heads of Service and implications highlighted throughout the report.</p>
<p>Human Resource:</p>	<p>There are Human Resource implications in the form of Sickness Absence monitoring in Performance indicators.</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. Effective performance management arrangements help to support transparency and increase local accountability.</p>
<p>Health and wellbeing – issues and impacts:</p>	<p>A number of the council's performance indicators do support/contribute to the health and wellbeing agenda. Any relevant indicators that are 'Red' rated are highlighted in the report and mitigating actions will be taken.</p>

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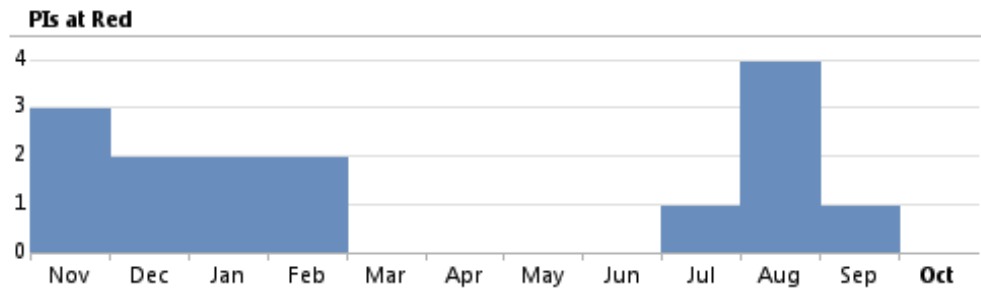
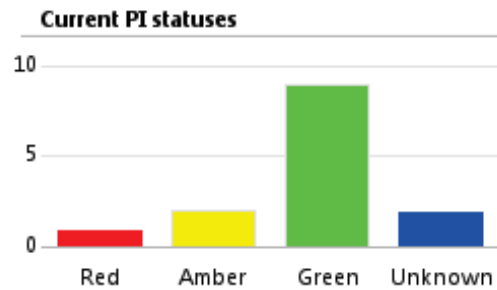
Essential Reference Paper B - Executive

1 PIs at Red

2 PIs at Amber

9 PIs at Green

14 Total number of PIs



Best Performing (PIs)	Value	Target	Gauge
EHPI 157a Processing of planning applications: Major...	100.00%	60.00%	
EHPI 6.9 Turnaround of NTO Representations. (MINI...	12 days	21 days	
EHPI 12c Total number of sickness absence days per ...	0.41 da...	0.54 da...	
EHPI 6.8 Turnaround of Pre NTO PCN challenges (10 ...	12 days	14 days	
EHPI 157b Processing of planning applications: Min...	89.00%	80.00%	
EHPI 10.4 NNDR (Business rates) collection, % of curr...	55.4%	49.8%	
EHPI 2.2 Waste: missed collections per 100,000 collec...	31.15	46.00	
EHPI 8 % of invoices paid on time. (MAXIMISING INDI...	98.12%	98.50%	
EHPI 10.2 Council tax collection, % of current year lia...	55.9%	56.3%	
EHPI 2.4 (47) Fly-tips: removal. (MINIMISING INDICAT...	2.02 da...	2.00 da...	
EHPI 157c Processing of planning applications: Othe...	86.00%	90.00%	
EHPI 181 Time taken to process Housing Benefit new...	13.4 da...	10 days	
EHPI 192 Percentage of household waste sent for re...			
EHPI 2.6 Percentage of residual waste (refuse) sent f...		46%	

Deteriorating (PIs)	Value	Target	History
EHPI 12c Total number of sickness absence days per ...	0.41 da...	0.54 da...	
EHPI 6.9 Turnaround of NTO Representations. (MINI...	12 days	21 days	
EHPI 6.8 Turnaround of Pre NTO PCN challenges (10 ...	12 days	14 days	
EHPI 181 Time taken to process Housing Benefit new...	13.4 da...	10 days	
EHPI 157c Processing of planning applications: Othe...	86.00%	90.00%	
EHPI 2.2 Waste: missed collections per 100,000 collec...	31.15	46.00	

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September/Quarter 2 Executive Corporate Healthcheck 2014/15




Traffic Light Red
Corporate Priority: People

Revenues and Benefits Services



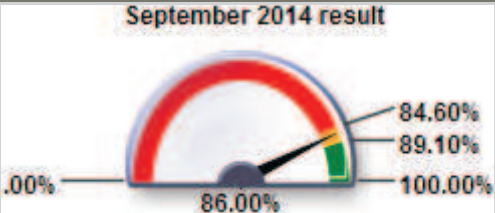
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge
EHPI 181	Time taken to process Housing Benefit new claims and change events. (MINIMISING INDICATOR)		13.4 days	10 days		Performance is below target for September. Period is covering from 5 August 2014 to 9 September 2014 is at 23.09 days, which moves cumulative position to 13.4 days.	<p>September 2014 result</p> <p>0 days 10.1 days 10.6 days 20 days 13.4 days</p>

Traffic Light Amber
Corporate Priority: Place

Environmental Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge
EHPI 2.4 (47)	Fly-tips: removal. (MINIMISING INDICATOR)		2.02 days	2.00 days		Performance is just below target. 118 out of 137 applications were determined on time.	 <p>September 2014 result</p> <p>2.02 days</p> <p>2.40 days</p> <p>4.00 days</p> <p>2.02 days</p> <p>.00 days</p>

Planning and Building Control

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge
EHPI 157c	Processing of planning applications: Other applications. (MAXIMISING INDICATOR)		86.00%	90.00%		Performance is just below target. 118 out of 137 applications determined on time.	 <p>September 2014 result</p> <p>84.60%</p> <p>89.10%</p> <p>100.00%</p> <p>86.00%</p> <p>.00%</p>

Traffic Light Green
Corporate Priority: Place

Environment Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge
EHPI 2.2	Waste: missed collections per 100,000 collections of household. (MINIMISING INDICATOR)		31.15	46.00		Performance is exceeding target. Up on last month, mainly to do with missed organic collections, still well within target.	<p>September 2014 result</p> <p>48.76 46.46 .00 31.15 200.00</p>

Planning and Building Control

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge
EHPI 157a	Processing of planning applications: Major applications. (MAXIMISING INDICATOR)		100.00%	60.00%		Performance is exceeding target. 2 out of 2 applications determined within the ETA date.	<p>September 2014 result</p> <p>56.40% 59.40% .00% 100.00% 100.00%</p>

Planning and Building Control							
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge
EHPI 157b	Processing of planning applications: Minor applications. (MAXIMISING INDICATOR)		89.00%	80.00%		Performance is exceeding target. 24 out of 27 applications determined on time	<p>September 2014 result</p>

Traffic Light Green
Corporate Priority: Prosperity

Financial Support Services							
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge
EHPI 8	% of invoices paid on time. (MAXIMISING INDICATOR)		98.12%	98.50%		The number of invoices paid on time is just below the target of 98.5%. Of the 851 invoices paid, 835 were paid on time.	<p>September 2014 result</p>

Parking Services							
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge
EHPI 6.8	Turnaround of Pre NTO PCN challenges (10 working days). (MINIMISING INDICATOR)		12 days	14 days		The parking system has been migrated to a new server and downtime accrued has caused a drop with the average turnaround although PI still remains within target.	<p>September 2014 result</p>

Parking Services							
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge
EHPI 6.9	Turnaround of NTO Representations. (MINIMISING INDICATOR)		12 days	21 days		The parking system has been migrated to a new server and downtime accrued has caused a drop with the average turnaround although PI still remains within target.	<p>September 2014 result</p>

People Services & Organisational Development							
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge
EHPI 12c	Total number of sickness absence days per FTE staff in post (MINIMISING INDICATOR)		0.41 days	0.54 days		Total absence for the year so far is 1.66 days (end of year target is 6.5 days)	<p>September 2014 result</p>

Revenues and Benefits							
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge
EHPI 10.2	Council tax collection, % of current year liability collected. (MAXIMISING INDICATOR)		55.9%	56.3%		Performance on target.	<p>September 2014 result</p> <p>0% 52.9% 55.7% 55.9% 73.0%</p>

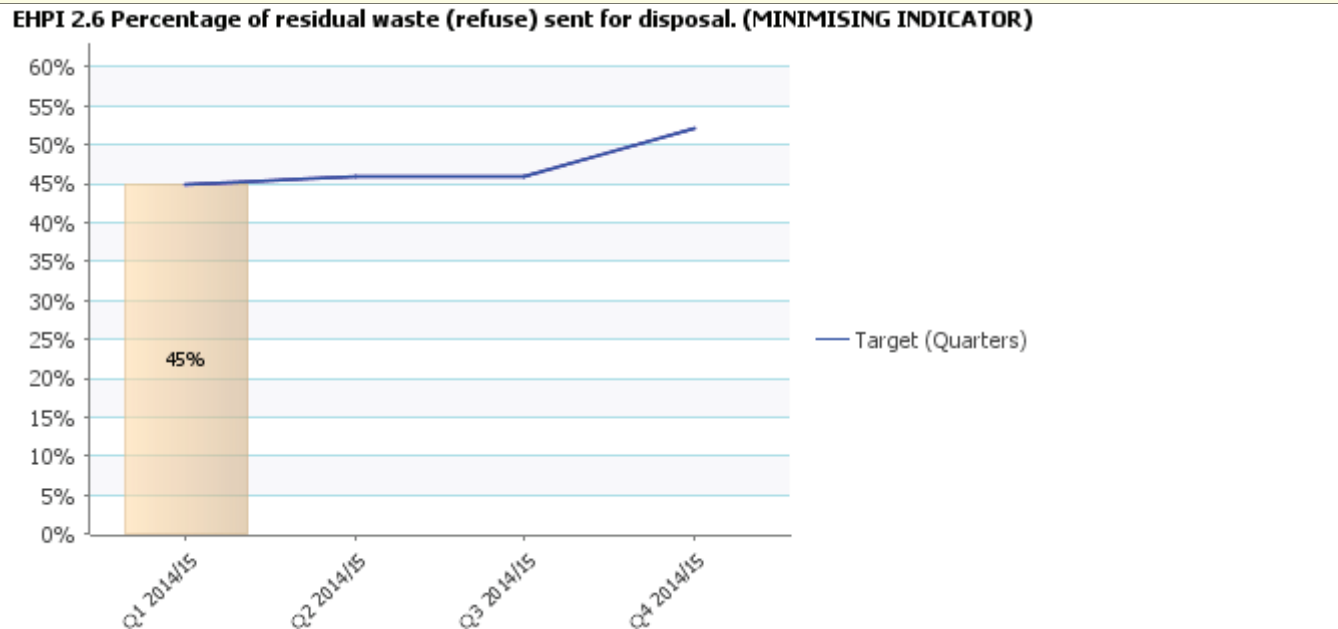
Revenues and Benefits							
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge
EHPI 10.4	NNDR (Business rates) collection, % of current year liability collected. (MAXIMISING INDICATOR)		55.4%	49.8%		Performance exceeding target.	<p>September 2014 result</p> <p>0% 46.8% 49.3% 55.4% 72.0%</p>

Traffic Light Unknown
Corporate Priority: Place

Environment Services

Short Name	Status	Current Value	Current target	Short term trend	Notes
Percentage of residual waste (refuse) sent for disposal. (MINIMISING INDICATOR)	TBA	TBA	46%	TBA	Still awaiting data for September to complete Quarter 2 recycling bank information.

Trend Chart **Performance Gauge**



TBA

Environment Services																	
Short Name	Status	Current Value	Current target	Short term trend	Notes												
Percentage of household waste sent for reuse, recycling and composting. (MAXIMISING INDICATOR)	N/A	TBA	N/A	TBA	Service is currently awaiting recycling bank data for September.												
Trend Chart																	
<p>EHPI 192 Percentage of household waste sent for reuse, recycling and composting. (MAXIMISING INDICATOR)</p> <table border="1"> <caption>Data for Trend Chart</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>April 2014</td> <td>54.04%</td> </tr> <tr> <td>May 2014</td> <td>55.10%</td> </tr> <tr> <td>June 2014</td> <td>55.18%</td> </tr> <tr> <td>July 2014</td> <td>54.29%</td> </tr> <tr> <td>August 2014</td> <td>53.49%</td> </tr> </tbody> </table>						Month	Percentage	April 2014	54.04%	May 2014	55.10%	June 2014	55.18%	July 2014	54.29%	August 2014	53.49%
Month	Percentage																
April 2014	54.04%																
May 2014	55.10%																
June 2014	55.18%																
July 2014	54.29%																
August 2014	53.49%																
					TBA												

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

SALARIES/AGENCY/APPOINTMENT OF STAFF

Essential Reference Paper 'D'

SECTION	APPROVED BUDGET	APPROVED BUDGET PROFILE To 31.09.2014	ACTUAL EXPENDITURE To 31.09.2014	VARIANCE TO PROFILE AT 31.09.2014	PROJECTED OUTTURN 2014/15	Outturn Variance To Approved Budget 2014/15
	£	£	£		£	£
Finance & Support Services	4,971,990	2,485,995	2,508,201	22,206	4,953,810	(18,180)
Neighbourhood Services	3,957,490	1,978,745	1,940,742	(38,003)	3,894,140	(63,350)
Customer & Community	2,871,070	1,435,535	1,466,343	30,808	2,892,280	21,210
Summary	11,800,550	5,900,275	5,915,286	15,011	11,740,230	(60,320)

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	889,820	141,881	864,450	(25,370)
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	277,764	1,089,940	(21,160)
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	224,589	1,131,980	(118,800)
TOTAL	3,514,960	3,251,700	644,234	3,086,370	(165,330)
RE-PROFILING POTENTIAL SLIPPAGE (71264/7501)	(250,000)	0			0
	3,264,960	3,251,700	644,234	3,086,370	(165,330)
Reconciliation of Original to Revised Estimate					
Slippage from 2013/14	334,290				
Other Amendments	(347,550)				
	3,251,700				

PEOPLE

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Exp 2014/15
Code Approved Schemes

Exp. To 30/09/14

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	0	0	0	0	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. Therefore this project has dropped 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	30,000	0	30,000	0	The air conditioning has now failed completely and cannot be repaired. It is integral with the roof, which is also leaking. £25,000 has been 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 in the process of being obtained. Exec on 2.9.14 agreed that the £25,000 budget be increased to £30,000 to allow for inflationary increases and a contingency.

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	150,000	2,250	150,000	0	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, the capital provision has been increased to £150,000 (agreed at 2.9.14 Exec).

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.
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Fanshawe Swimming Pool *

72345 - Refurbish or Replace Pool Filters	20,000	0	0	0	0) There is no immediate need to do this work in the current year and it has therefore been pushed 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	0	0	0	0) See above

CAPITAL MONITORING 2014/15

PEOPLE

Exp Code	2014/15 Approved Schemes	Exp. To 30/09/14					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	
		£	£	£	£	£	
Private Sector Improvement Grants							
72602	- Disabled Facilities (Note 2)	595,000	406,760	77,466	406,760	0	Budget reflects likely need according to previous trends, but referral rate from HCC has been very low, so £200k has slipped 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 need to claw back or slip more later in year depending on referrals.
72605	- Disabled Facilities - Discretionary	50,000	20,000	0	20,000	0	Only 1 Discretionary scheme under consideration so far this year. Slipped £30k, leaving £20k potential spend this year.
72606	- Decent Home Grants	120,000	60,000	3,972	60,000	0	2 Decent Home Grants approved. £60K slipped to next year, and consider scheme changes for then.
72604	Energy Grants	20,000	20,000	449	20,000	0	£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. Budget reduced back down to £20k for this year, offering a saving of £20K.
72685	Future Social Housing Schemes	820,740	0	0	0	0	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 has slipped into 2015/16.
71201	Capital Salaries	26,000	26,000	0	26,000	0	
72442	Community Capital Grants	156,000	142,680	59,016	124,200	(18,480)	8 grant funded projects are still being completed with £41,759 to claim by Jan/Feb 2015. Of the 10 awards made this summer 2 have already completed their community project and claimed their grant. Request that £18,480 slips into 15/16.
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	889,820	141,881	864,450	(25,370)	

* 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

Exp. To 30/09/14

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
		£	£	£	£	£	
72705	Hertford Theatre Seating Refurbishment	0	109,000	92,626	109,000	0	Completed, awaiting final invoices. 5% retention to be paid at the end of the financial year.
72594	Hertford Theatre - Renew Boilers		0	80	80	80	Small overspend i/r 13/14 commitments.
74102	Historic Building Grants	55,000	49,070	14,137	49,070	0	Anticipated that total spend will be within budget.
	Refuse Collection & Recycling						
75165	Containers Replacement Programme	100,000	100,000	46,436	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	4,970	5,500	0	Initial new stock ordered as planned. Will spend full budget.
75152	Commercial Waste Bins	33,500	33,500	9,913	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	On target
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. Further works planned later in the year.
72585	The Bourne, Ware - Play Area Development Programme (Note 2)	40,760	40,760	44,527	44,530	3,770	Project proceeding well. Construction phase. £5,000 funded from S106.
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. Asset Management Team are progressing.
72508	Hartham Common, Hertford-Parks Development Plan Project (Note 4)	25,000	25,000	0	0	(25,000)	Unable to attract external funding stream this year. Project will slip into 15-16 to allow alternative funding sources to be pursued.
72509	Installation of Multi Use Games Area (MUGA) at Gt. Innings, Watton-at-Stone (Note 5)	80,000	80,000	56,503	80,000	0	Installation now complete. Expect to fully spend.

CAPITAL MONITORING 2014/15

PLACE

Exp. To 30/09/14

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. Proceeding with project implementation.
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

Exp. To 30/09/14

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
		£	£	£	£	£	
72591	Castle Weir Micro Hydro Scheme	203,980	203,980	3,000	203,980	0	Revised plans submitted to Env Agency for consideration in Oct/Nov. Will review timing of planning application subject to feedback. Still possible to complete the project in the current financial year but becoming less likely. Will need to review in November.
72513	Bell Street, Sawbridgeworth - Public Conveniences modernisation	70,000	70,000	0	70,000	0	Project behind schedule due to staff vacancies and other priority projects. Still aiming to complete within the current financial year.
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	277,764	1,089,940	(21,160)	

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.

CAPITAL MONITORING 2014/15

PROSPERITY

Exp Code	2014/15 Approved Schemes	Exp. To 30/09/14					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	
		£	£	£	£	£	
	IT						
71442	Revenues & Benefits Programme	0	18,600	1,200	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 30.10.14. A more accurate profile of spend for this budget will be established following that meeting.
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 30.10.14 ITSG meeting
71414	Hardware Funding (Note 1)	5,000	12,980	349	12,980	0	Balance slipped from 13/14 to fund the need for equipment replacement.
71431	Establishment of LES & internet links to replace MPLS	0	34,640	0	34,640	0	Will hopefully be completed by January 2015.
71443	Civica ICON Upgrade	0	25,770	18,351	20,000	(5,770)	System upgraded May 2014. Still have to purchase Chip & Pin stands. Saving to be achieved on these.
71444	BACS Software	0	21,980	0	21,980	0	BACS still to be implemented. Hope to be completed by November.
71435	Funding for Applications	350,000	425,120	4,227	396,620	(28,500)	See 71420. Remainder of this budget to be discussed at special ITSG meeting on 30.10.14, therefore, possible virements/slippage.
71437	Windows Server Licensing	5,000	10,000	0	10,000	0	Residual need for 14/15 budget to be estimated in October 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

Exp. To 30/09/14

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
		£	£	£	£	£	
71420	Integrated Dev Mgt and Bldg Ctrl Systems	0	153,200	64,850	181,700	28,500	Request that £8,500 is vired from Applications budget to implement the start of document management and £20,000 also from Applications budget as Bldg Ctrl & Dev Mgt now being implemented separately therefore, increased cost.
71438	EH 50% share of technical/project management costs	0	23,110	1,440	23,110	0	The technical implementation work on the infrastructure project that required external support was completed at the end of September 2014. A final invoice for this work is expected by the Shared Service. Once the shared service has been invoiced a final invoice to East Herts will be raised. It is anticipated that this will take place by the end of October.
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. A revised estimated will be identified in November 2014 once hardware rationalisation requirements have been identified.
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 November 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.

CAPITAL MONITORING 2014/15

PROSPERITY

Exp. To 30/09/14

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
		£	£	£	£	£	
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.
Council Offices, Hertford:-							
71274	Wallfields Boiler Room Works	60,000	60,000	35,912	60,000	0	Works commenced, 95% completed.
71269	Wallfields Security Gates & Fencing to Boiler House	15,000	15,000	8,139	15,000	0	Works commenced, 75% completed.
71275	New Refurbishment Works to Wallfields Old Building	0	6,730	(1,453)	6,730	0	Lighting improvement scheme planned for 1st floor old building.
71276	Wallfields Card Control to Doors		0	0	(800)	(800)	Commitment from 13/14 cancelled.
71277	Wallfields - Lift Improvements	25,000	25,000	32,750	34,000	9,000	Completed 3.10.14. Will overspend by £9,000 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	11,120	(63,880)	Scheme has been reviewed. Reduced scheme, saving has been achieved. Budget to be amended when revised programme set.
71445	Compliance Software System	10,000	10,000	9,926	9,930	(70)	Completed, awaiting final invoices.
71203	Replacement of Chairs & Desks	10,000	8,820	6,602	8,820	0	There are a number of furniture issues that have come out of the "Space Utilisation" report approved by CMT that will need to be funded from this budget, but detail on precise requirement has yet to be built up.
75157	Footbridge over the River Stort, Bishop's Stortford	0	87,400	16,863	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.

Exp Code	2014/15 Approved Schemes	Exp. To 30/09/14					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	
		£	£	£	£	£	
75160	River & Watercourse Structures	47,500	65,720	8,770	65,720	0	Further flood alleviation works have been identified and are waiting EA consent. A specialist contractor has been appointed to carry out the upgrade and automation works on the weir gate in Hertford Castle Grounds We are waiting for the formal EA consent however work is expected to commence at the end of October. An order has been placed for the structural bridge surveys. This should commence within the next few weeks depending on weather conditions.
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	224,589	1,131,980	(118,800)	

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 31 August 2014 £'000	
1.1	April	0	
	May	35	Adverse
	June	222	Favourable
	July	289	Favourable
	August	205	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.
- 1.11 HR EXTERNAL RESOURCE August
 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.
- 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 July
The paper bank income is currently under profile for the same reasons as kerbside paper above (see paragraph 2.12).
- 2.13 MISCELLANEOUS INCOME July
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.
- 2.15 TRADE BIN INCOME June
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.
- 2.16 CLINICAL WASTE July
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.
- 2.17 STREET CLEANSING July
The street cleansing estimate is now slightly overstated due to inflation being lower than forecast.
- 2.18 MARKETS FEES AND CHARGES July
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.
- 2.19 NEW HOMES BONUS SCHEME July
An additional grant of £33k is anticipated as part of national adjustment to the

new homes bonus scheme.

- 2.20 CONTINGENCY BUDGET July
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 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.
- 2.21 RECYCLING TEXTILE BANK SERVICE August
Income from the Recycling Textile Bank Service is expected to under achieve by approximately £15k due to falling demand.
- 2.22 CLINICAL WASTE DISPOSAL SERVICE August
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.
- 2.23 RECYCLING CONTRIBUTION FROM OTHER AUTHORITIES August
The recycling contribution from other authorities is expected to be less based on current estimates from Hertfordshire County Council's Alternative Financial Model (AFM).
- 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.
- 3.9 CHARGING POLICY FOR PARKING August
A new charging policy for parking was approved by Executive on 5 August 2014 at an estimated cost of £30k, to be funded from the contingency budget. However the actual cost has come in at £42k. A further £12k is required from the contingency budget to enable the project to be funded in full.
- 3.10 PARKING AND DISPLAY INCOME August
Parking and display income is expected to exceed budget for the year to August by £38k. However, there is a planned free Parking Day scheduled for December 2014 which will impact income by approximately £12k.
- 3.11 INTERNAL AUDIT August
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.
- 3.12 SUBSCRIPTIONS August
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.

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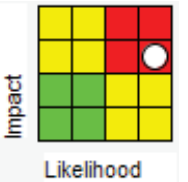
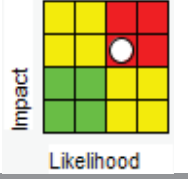
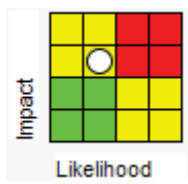
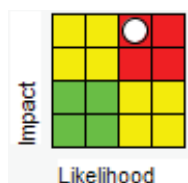
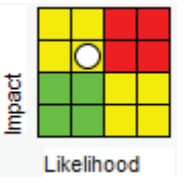
Essential Reference Paper 'G'

Ledger Code	Savings	Responsible officer	2014/15 £	Red/Amber/ Green	COMMENTS	Q2
Planning & Building Control						
Various	Planning Administration	KS	(34,000)	GREEN	There are currently no apparent issues which should prevent the delivery of the identified saving.	Kevin Steptoe
Community Safety & Health						
17107/3878	Set taxi licence fees to recover full costs	BS	(5,000)	RED	As per last year, the remainder of this saving is now considered unachievable without serious impact upon the licensed taxi trade	Brian Simmonds
	Restructuring the services delivered by Licensing, Community Safety and Environmental Health leading to a reduction in resources	BS	(106,000)	GREEN	The new restructured service can deliver this ongoing saving, but without reducing the demand, the service delivery will be below that required. Standards are currently being maintained, just, and with limited resilience, with the support of 1.4 FTE staff in the Business Support Team. These are currently 'additionally funded' for 12 months following a request for growth to CMT.	Brian Simmonds
Community Engagement						
20603/various	Hertford Theatre - new business plan	WO	(45,000)	GREEN	The number of ticket sales etc. that can be achieved is uncertain at this stage. We will continue to monitor ticket sales and other income streams and update accordingly.	Will O'Neil
Environmental Services						
	Waste services contract transition	CC	(100,000)	GREEN	Waste Service Contract transition has already been taken out of the 2014/15 budget estimate. Every effort is being made to achieve the savings.	Cliff Cardoza
	Grounds Maintenance Contract Extension	CC	(12,500)	GREEN	The Grounds Maintenance contract extension takes effect from Jan 2015. This has been allowed for in 2014/15 Budget Estimates.	Cliff Cardoza
ICT - Shared Services Savings						
	Estimated Shared services Savings	HL	(208,000)	AMBER	The ICT shared service is in the process of identifying full year service savings of approximately £407k, just below the target for the shared service as a whole of £420k. The timing of the savings has yet to be determined and agreed. These result from reductions in the revenue cost of the ICT Infrastructure and from staff savings arising from the management restructuring of the service completed last year and the staff restructuring which is now underway. There is potential for further savings in the East Herts managed budgets and the cost of implementing the shared service. The service management team are working closely with the Accountancy Teams in both Councils to determine and agree the savings.	Henry Lewis

	SBC contribution to EHC retained recharges	HL	(9,560)	GREEN	See Above	
	People & Property					
17411/0110	Phased reduction in hours of estates staffing	EF	(14,000)	AMBER	This was based on a member of staff retiring but is now not planned and therefore saving will need to be achieved within other areas of the Estates Management budget or by increased income.	Emma Freeman
	Reduce HR support - Shared Support Services	EF	(2,000)	RED	Shared services did not proceed for HR, and therefore Savings will be met by EAP budget.	Emma Freeman
	Reduction in corporate training budget pro rata to staff reduction	EF	(3,000)	GREEN	Learning and Development Plan 2014/15 agreed by HRC based on revised budget for corporate training including saving.	Emma Freeman
	Democratic & Legal Services					
	Land Charges - staffing reductions	JH	(23,000)	GREEN	Not implemented due to increase demand for service. Target met through favourable income position.	Jeff Hughes
	Revenue Effects on Capital					
	Bell Street Public Conveniences modernisation	CC	(5,600)	RED	This is a part-year effect. Project currently stalled due to staff shortages. Unlikely to achieve part year savings in 2014-15, but still expect to achieve full year savings in 2015-16, subject to agreement with Sawbridgeworth Town Council.	Cliff Cardoza
	3G Artificial Turf Pitch development at Hartham Common (Management fee reduction)	CC	(17,000)	AMBER	Business Case agreed by CMT in April 2014. This included a revised part year saving of £9,900 for 2014/15. Subsequent public consultation on the scheme resulted in the need for a redesign of proposals. Savings for the project overall still achievable but the part year savings for 2014-15 will be reduced to £2,500.	Cliff Cardoza
	Total Savings		<u>(584,660)</u>			

Strategic Risk Register July to September 2014

Code	Title	Description	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
14-SR1	Risk of significant reduction in funding above that planned for, in particular localisation of Council Tax Support, localisation of business rates and New Homes Bonus.	There is uncertainty around future funding, both from Government and other areas such as income from commodities markets for recycled materials. There are cost pressures combined with an increased awareness and scrutiny of financial position.		3	3	Adele Taylor	July to September 2014: The Council refreshed its Medium Term Financial Plan during August/September 2014 and considered the risks around future funding, using the latest available information and consideration of how the Council could respond to further shocks. The Council underspent in 2013/14 and used some of the resources to mitigate against risks around future expenditure either through setting aside earmarked reserves, paying off £1m against the pension deficit to reduce future contributions against past expenditure etc.
14-SR2	Risk of not having capacity / capability and flexibility to continue to deliver service levels over time.	There are challenges around workforce planning to ensure the Council is fit for the future, in terms of workforce skills, capacity and flexibility. Also about being fleet of foot and responsiveness		3	3	George A Robertson	July to September 2014: Here to Help is considering all aspects of how staff work together, deploy resources and consider to build on the good practice within the authority to continue to improve how we do things. The outcomes of this work will feed into the refreshed Workforce Development and Planning work co-ordinated by the Head of People & Property.
14-SR3	Risk that supplier / contractor or key third sector partner fails or fails to deliver.	A number of key external and internal services are delivered through major contracts, both directly and in consortia. This is both through private sector supply chains and in conjunction with the voluntary and third sector.		3	2	George A Robertson	July to September 2014: The council has robust contract management processes and procedures in place to ensure any concerns are flagged up early.
14-SR4	Risk that investment and effort does not deliver benefits and returns in Shared Services.	Moving more towards shared services with other public sector partners. Potential for lack of consistent political buy-in by all partners resulting in considerable effort without benefit. There is also a challenging skill set for managers due to the complexity.		3	3	Adele Taylor	July to September 2014: Those Shared Services already in place are delivering expected benefits. Continued investigation of other appropriate sharing arrangements are considered on a case by case basis.

14-SR5a	There is short term uncertainty around government policy and a number of changes required without accompanying resource.	Risk of policy changes by decree which we do not comply with or implement		3	4	Simon Drinkwater	July to September 2014: The Council's ability to respond promptly and efficiently to changes in legislation poses risks for delivery of service. Software changes are not always reliable or easy to implement. There have been particular issues with individual Electoral Registration.
14-SR5b	There is long term uncertainty on overall future government policy and direction, and its impact on local government.	Risk of being unable to long term strategically plan.		3	3	Simon Drinkwater	July to September 2014: The Council has responded well to changes in welfare legislation. The risk remains that future changes to housing benefit and housing rules may be more difficult to manage particularly if they are accompanied by funding reductions.
14-SR6	HR and Workforce management policies are being brought up to date. These will need to be applied across the Council in a coherent and consistent way.	There could be a lack of consistency and cohesion at senior management levels of applying policies.		3	2	Adele Taylor	July to September 2014: The review and update of policies is continuing. for example, the revised Retirement Policy will be considered by CMT on 8 October before progressing to HR Committee. Appropriate training is being provided for new and existing policies.
14-SR7	Availability and performance of IT systems and resources impacting on service delivery.	Reduced levels of service across the Authority. Targets may not be achieved. Staff morale and reputation of Council may suffer. Influence of ITSG should reduce risks		4	3	Adele Taylor	July to September 2014: The core infrastructure is now more resilient. One service not supported through the new infrastructure is scheduled for roll out in October 2014. All key systems with the exception of Finance are now operating from the new data centres and are protected by the new business continuity arrangements.
14-SR8	Data Protection: Failure to comply with the data protection principles. The potential disclosure of personal data inappropriately.	Action may be taken by the ICO. Individuals may suffer if their personal data, particularly sensitive personal data is disclosed.		3	2	George A Robertson	July to September 2014: Following incidents surrounding work processes and emails, additional training requirement established to further assist staff in application of Data Protection principles to working environment. Risk mitigated by investment in training for information management including Data Protection which is being set up in October for all staff in conjunction with Human Resources. The Operational Risk Management Group will take oversight of corporate actions.

14-SR9	Impact of welfare reform changes, specifically Universal Credit.	New legislation will have an adverse financial impact on a significant number of residents. Residents will require more support from services across the Council affecting staffing levels, finances, and a risk of increased aggression. There may also be difficulties in implementing Government policy, with uncertainty on timetable.		3	3	Adele Taylor	July to September 2014: The Council has responded well to changes in Welfare reform although this has resulted in an increased number of contacts from affected residents. The impact of this increased contact is monitored through appropriate management teams and partnership boards. The timetable for implementation of Universal Credit remains uncertain but relevant officers are actively keeping up to date on latest information released via Central Government.
14-SR10	Development of an Investment Strategy with sufficient levels of governance and due diligence.	A need to find the optimum position of balancing risk and return and having financial strength to contribute to the local economy. Risk of failing to undertake and implement effective due diligence and governance meaning potential consequences of: Incurring significant costs, Challenge, Qualification of accounts, Scrutiny Publicity, Loss of reputation		4	2	Adele Taylor	July to September 2014: Audit Committee agreed refreshed Treasury Management Strategy in July 2014 allowing investment in to property funds. A paper will be presented in October 2014 on specific funds to be invested in, in accordance with policy.
14-SR11	Development of a District Plan that is acceptable to the community and the planning inspectorate.	Risk of not being able to agree plan in timeframe meaning: Increased costs, Lack of effective development control, Cannot bid for funding for infrastructure, Lost opportunity, Open to challenge in meantime, Legal / Reputational / political issues.		3	3	Simon Drinkwater	July to September 2014: Progress continues to be made on the production of the District Plan. It is clear that detailed scrutiny of the infrastructure that can be provided to support delivery is necessary. Consultants appointed by the Council have undertaken significant work to review the evidence and identify gaps which will need to be filled before the District Plan can move forward to an amendments consultation version. The result of this work will have an impact on the timetable.

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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 of defective areas 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	November 2014
Target end date	November 2014 (NB – some aspects are weather dependant and Christmas also needs to be avoided. If full programme of works cannot be completed in November, some 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 defective areas and drainage	By end November 2014
	Re-lining of parking bays	By end 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			