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Leader and Members
of the Executive

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Date: 25 February
2015

cc. All other recipients of the
Executive agenda

Dear Councillor

EXECUTIVE - 3 MARCH 2015: SUPPLEMENTARY AGENDA NO.1

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

10. Monthly Corporate Healthcheck - January 2015 (Pages 3 - 52)

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

Yours faithfully

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Democratic Services
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MEETING : EXECUTIVE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : TUESDAY 3 MARCH 2015
TIME : 7.00 PM

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AST HERTS COUNCIL

EXECUTIVE – 3 MARCH 2015

MONTHLY CORPORATE HEALTHCHECK – JANUARY 2015

REPORT BY THE LEADER OF THE COUNCIL

WARD (S) AFFECTED: All

Purpose/Summary of Report:

- To set out an exception report on finance and performance monitoring for East Herts Council for January 2015.

<u>RECOMMENDATIONS FOR EXECUTIVE:</u> that:	
(A)	the budgetary variances set out in paragraph 2.0 and the forecast outturn position in paragraph 3.4 of the report be noted; and
(B)	the Contingency Budget is used to fund tree inspections to be carried out on East Herts land, as detailed at paragraph 3.5 of the report.

1.0 Background

1.1 This is the finance and performance 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 of payment of invoices.

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 the Expected Variance at the 31 March 2015 on the Net Cost of Services by Priority




Essential Reference Paper ‘E’ shows summarised information on salary costs.



Essential Reference Paper ‘F’ shows detailed information on the capital programme.

Essential Reference Paper ‘G’ shows explanations of variances on the Revenue Budget reported in previous months.

Essential Reference Paper ‘H’ shows the amounts committed against the Contingency budget in 2014/15

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 **Financial and Performance Analysis for each Council priority**

2.1 This part of the report looks at financial and performance information on an exception basis for each of the Council’s priorities. This section is therefore reviewing the Net Cost of Services.

2.2 The financial aspects of this report are based on budgetary information from April 2014 to January 2015. The financial figures are best estimates for the forecast outturn based on year to date information. Strategic Finance and budget holders will continue to monitor budgets throughout the year and report any exceptions where necessary.

2.3 Details of budget variances reported against the Net Cost of Services in previous months can be found in **Essential Reference Paper ‘G’**. Movements from the position reported in previous months are

highlighted in the paragraphs that follow and in **Essential Reference Paper 'D'**.

- 2.4 The forecast outturn for the Net Cost of Services budget (Original Estimate) shows an underspend of £779k.
- 2.5 A summarised salaries monitoring report for the period April to January 2015 is attached at **Essential Reference Paper 'E'**. Currently a favourable variance of approximately £35,000 has been identified comparing salary costs for the financial year with the approved annual budget.
- 2.6 The variance reflects the following:
- Minor overspends due to the vacancy factor not being achieved and the use of agency staff
 - The impact of the national and local Pay Award as detailed in the Budget Report
 - The resizing of the Revenues & Benefits service included funding for new staff. Recruitment is taking longer than originally anticipated and agency staff have been engaged where available to cover vacancies but these are also in short supply. Consequently £68k of the £179k funding made available has not been committed, a carry forward request will be put through in 2015/16 to allow cover if recruitment remains a challenge.

People

Financial analysis

- 2.7 Housing Options temporary accommodation service has had unprecedented demand in the last six months particularly from large families that were intentionally homeless and required more than one room. This has resulted in an overspend of £24k.
- 2.8 Expenditure on Housing Options rent deposits will be lower than budgeted for due to additional funding received from DCLG. A underspend of £15k is predicted.
- 2.9 The forecast favourable variance for repayment of renovation grants has improved from the £23k previously reported to £31k. This is due to an increase in number of grants repaid.

Performance analysis

- 2.10 **EHPI 181 – Time taken to process housing benefit new claims and change events.** Performance did not meet the target for January 2015. However, the short-term trend for this month shows that performance has improved slightly. The service is going through the process of recruiting further new staff although it is encountering some difficulty. There are currently 5.8 FTE posts vacant; temporary staff are supporting the service whilst recruitment continues.

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

Place

Financial analysis

- 2.11 The forecast adverse variance for development management appeals costs has increased from the £40k previously reported to £120k. This increase is due to a recent appeal being awarded against the Council. The increase in costs that will need to be paid over is an estimate at this stage the Council has not yet received the final settlement.
- 2.12 Due to increased business the anticipated favourable variance reported against commercial waste income has increased by £8k to £44k.
- 2.13 Additional income of £24k was previously reported in relation to the new Safestyle partnership, the number of applications has been less than expected and income of £15k is now projected.

Performance analysis

- 2.14 **EHPI 192 – Percentage of household waste sent for reuse, recycling and composting.** Performance is within service expectations for this period of the year and above performance for the same period last year (December 2013) which achieved 49.99%.
- 2.15 The following indicators were ‘Green’, meaning that the targets were either met or exceeded for January 2015. They were:
- EHPI 2.2 – Missed waste collections per 100,000 collections of household waste.
 - EHPI 2.4 – Fly-tips: Removal.
 - EHPI 157a – Processing of planning applications: Major applications.
 - EHPI 157b – Processing of planning applications: Minor applications.

- EHPI 157c – Processing of planning applications: Other applications.

2.16 However despite meeting the target for January 2015 the following indicator showed a declining trend when performance is compared to the previous month:

- EHPI 157b – Processing of planning applications: Minor applications.

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

Prosperity

Financial analysis

- 2.17 Use of car parks continues to be buoyant following the change made by Council in September 2014 to pay and display charges. Usage has increased from last year and It is now estimated that the shortfall in income arising from the changes is £30k instead of the £198k shortfall originally forecast. This means that less budget is now needed from the Priority Spend Budget (see paragraph 3.22).
- 2.18 The favourable variance of £52k previously reported due to increased income levels at Hertford Theatre has increased to £62k.

Performance analysis

- 2.19 **EHPI 8 – % of invoices paid on time.** Performance was 'Amber' for January 2015. There was a small dip in performance due to a delay in processing invoices in one section and delays in transfer of information. Remedial action has been taken and we do not expect this to reoccur. Overall performance in the month was 97.1% against a target of 98.5%.
- 2.20 **EHPI 12c – Total number of sickness absence days per FTE staff in post.** Performance for January has resulted in this indicator being outside council standards for the first time this year. As a result the short and long term trends are indicating that performance is declining (i.e. getting worse). Total absence for the year so far is 3.52 days (end of year target is 6.5 days) and the indicator is off target this month due to a number of ongoing long term sickness cases which HR Officers are working on with service managers. We are still below the overall target however.

2.21 The following indicators were 'Green', meaning that targets were either met or exceeded for January 2015. They were:

- EHPI 6.8 – Turnaround of pre NTO PCN challenges.
- EHPI 6.9 – Turnaround of NTO Representations.
- EHPI 10.2 – Council tax collection, % of current year liability collected.
- EHPI 10.4 – NNDR (Business rates) collection, % of current year liability collected.

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

3 Total Revenue Budget and Forecast Outturn position

- 3.1 This part of the report reviews the forecast outturn position for the Council's total revenue budget this includes both net cost of services and corporate budgets.
- 3.2 Priority Spend budget – The total budget for 2014/15 is £547k. As per paragraph 2.22 the estimated use of the priority spend budget to offset the introduction of pay and display changes has reduced from £198k to £30k. Therefore the budget remaining is £517k.
- 3.4 Contingency budget – The original 2014/15 budget is £513k, which allows for unforeseen events to be funded in-year. Currently there is a balance of £162k. Details of the items funded from the contingency budget can be found in **Essential Reference Paper 'H'**.
- 3.5 A number of tree inspections have been identified. It is recommended that these are funded from the Contingency Budget. The exact sum is still being calculated.
- 3.6 Following our latest valuation an investment placed with Investec has resulted in an increase in value of £120k.
- 3.7 It is anticipated that there will be an underspend of £1.5m in the total revenue budget at the end of this financial year. This is made up of:
- £779k of extra income and underspend in various budget items in net cost of services, as reported in paragraph 2.4.
 - A £318k net increase in the combined total income from NDR and section 31 grant income, as reported in the previous Healthcheck report.

- A £307k surplus from the collection fund that was not included in the original estimate, as reported in the previous Healthcheck report.
- A £120k gain on an investment placed with Investec.

3.8 This underspend could increase to £2.1m if the unallocated amounts in the Contingency Budget (£162k) and New Homes Bonus Priority Spend Fund (£517k) are not used.

4.0 **Capital Programme**

4.1 The table below sets out summarised projected expenditure to 31 March 2015 on the capital programme (shown in column 3) whilst **Essential Reference Paper 'F'** contains detailed information with comments from project control officers on the individual capital schemes.

4.2 The latest forecast shows a further underspend on the capital programme from that being reported in the Budget Report (a £205k underspend from the proposed Revised Estimate).

	Column 1	Column 2	Column 3	Column 4
Summary	2014/15 Original Estimate	2014/15 Revised Estimate	2014/15 Projected Outturn	Variance Col 3 – Col 2
	£'000	£'000	£'000	£'000
People	1,970	564	486	(78)
Place	874	660	585	(75)
Prosperity	671	1331	1,279	(52)
Re-profiling potential slippage	(250)	0	0	0
Total	3,265	2,555	2,542	(205)

Notes: The Revised Estimate is that proposed in the Budget Report for Council approval
The brackets show an underspend against the capital programme budget

4.3 The movement of £205k from the Revised Estimate comprises of schemes slipping into the new financial year as detailed below in paragraphs 4.4 -4.12 (£172,220), schemes where minor savings have

been made in the capital budget (£55,910) and new capital schemes that are fully funded by Section 106 monies.

- 4.4 The scheme to renew the pool heat exchanger at Grange Paddocks Swimming Pool has slipped due to technical issues. It is recommended that the budget of £17,840 is reprogrammed as slippage into the 2015/16 capital programme.
- 4.5 £80k of the Decent Homes Grant capital budget has already been reprogrammed into 2015/16. Anticipated spend, however is £30k. It is recommended that a further £10k is slipped into the 2015/16 capital Programme when this issue can be resolved.
- 4.6 Peripheral additional work around the seating at Hertford Theatre is now programmed to take place in 2015/16. Therefore it is recommended that £11,500 is reprogrammed as slippage into the 2015/16 capital programme.
- 4.7 Due to ongoing negotiations with the fishing club regarding the Wetland Habitat Project at Pishiobury Park it is recommended that the £12,180 budget is slipped into the 2015/16 capital programme
- 4.8 The works at Southern Country Park for Board walk installation have been tendered and will be awarded in February. This scheme has to be delayed until September 2015 due to nesting birds. It is therefore recommended to slip £80,400 into the 2015/16 capital programme.
- 4.9 The scheme for Boiler room works at Wallfields is 95% complete, however further works are required to the Council Chamber plant and these are programmed for April 2015. It is recommended that £10,300 is slipped into the 2015/16 capital Programme.
- 4.10 The previously approved £30k for land improvement works has been reclassified as a revenue item as the land is not owned by East Herts Council. It is recommended that this budget is slipped into the 2015/16 capital programme to be utilised for other land improvement works.
- 4.11 The referral rate from HCC for Housing adaptations has been very low which has resulted in the demand on the Disabled Facilities Grant budget being lower than anticipated. Therefore the remaining budget of £50k will be unspent in 2014/15.
- 4.12 A new scheme for Play equipment at Watton-at-Stone for £28,790 will be fully funded from section 106 contributions.

5 Implications/Consultation

5.1 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.

Budget Report and MTFP 2014/15 – 2018/19' Executive 3 February 2015.
<http://online.eastherts.gov.uk/moderngov/ieListDocuments.aspx?CId=119&MId=1792&Ver=4>

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ESSENTIAL REFERENCE PAPER 'A'

<p>Contribution to the Council's Corporate Priorities/ Objectives:</p>	<p>People – Fair and accessible services for those that use them and opportunities for everyone to contribute</p> <p><i>This priority focuses on delivering strong services and seeking to enhance the quality of life, health and wellbeing, particularly for those who are vulnerable.</i></p> <p>Place – Safe and Clean</p> <p><i>This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</i></p> <p>Prosperity – Improving the economic and social opportunities available to our communities</p> <p><i>This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.</i></p>
<p>Consultation:</p>	<p>Performance monitoring discussions have taken place between Directors and Heads of Service.</p>
<p>Legal:</p>	<p>There are no legal implications.</p>
<p>Financial:</p>	<p>Financial discussions have taken place between Directors and Heads of Service at their DMT meetings.</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. Also effective performance management arrangements help to support transparency and increase local accountability.</p>
<p>Health and wellbeing – issues and impacts:</p>	<p>There are no direct Health and Wellbeing implications in regard to this report. However a number of the council's performance indicators do support/contribute to the health and wellbeing agenda.</p>

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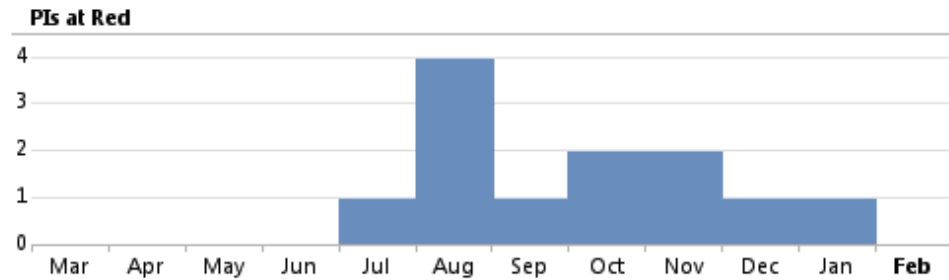
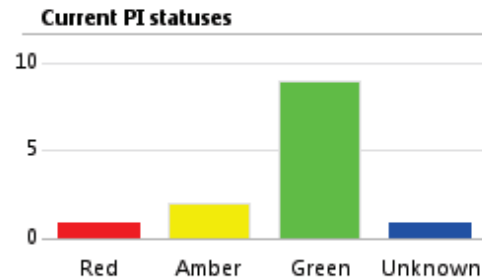
Essential Reference Paper B - Executive

1 PIs at Red

2 PIs at Amber

9 PIs at Green

13 Total number of PIs



Best Performing (PIs)	Value	Target	Gauge
EHPI 6.9 Turnaround of NTO Representations. (MINI...	12 days	21 days	
EHPI 2.4 (47) Fly-tips: removal. (MINIMISING INDICAT...	1.41 da...	2.00 da...	
EHPI 2.2 Waste: missed collections per 100,000 collec...	24.71	46.00	
EHPI 6.8 Turnaround of Pre NTO PCN challenges (10 ...	12 days	14 days	
EHPI 157a Processing of planning applications: Majo...	67.00%	60.00%	
EHPI 10.4 NNDR (Business rates) collection, % of curr...	91.4%	83.0%	
EHPI 157c Processing of planning applications: Othe...	96.00%	90.00%	
EHPI 157b Processing of planning applications: Min...	83.00%	80.00%	
EHPI 10.2 Council tax collection, % of current year lia...	91.5%	91.8%	
EHPI 8 % of invoices paid on time. (MAXIMISING INDI...	97.10%	98.50%	
EHPI 12c Total number of sickness absence days per ...	0.57 da...	0.54 da...	
EHPI 181 Time taken to process Housing Benefit new...	13.7 da...	10 days	
EHPI 192 Percentage of household waste sent for re...	51.70%		

Deteriorating (PIs)	Value	Target	History
EHPI 12c Total number of sickness absence days per ...	0.57 da...	0.54 da...	
EHPI 157b Processing of planning applications: Min...	83.00%	80.00%	
EHPI 192 Percentage of household waste sent for re...	51.70%		
EHPI 8 % of invoices paid on time. (MAXIMISING INDI...	97.10%	98.50%	

Improving (PIs)	Value	Target	History
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 2.4 (47) Fly-tips: removal. (MINIMISING INDICAT...	1.41 da...	2.00 da...	
EHPI 10.2 Council tax collection, % of current year lia...	91.5%	91.8%	
EHPI 10.4 NNDR (Business rates) collection, % of curr...	91.4%	83.0%	
EHPI 157c Processing of planning applications: Othe...	96.00%	90.00%	
EHPI 2.2 Waste: missed collections per 100,000 collec...	24.71	46.00	
EHPI 181 Time taken to process Housing Benefit new...	13.7 da...	10 days	

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January Executive Corporate Healthcheck 2014/15



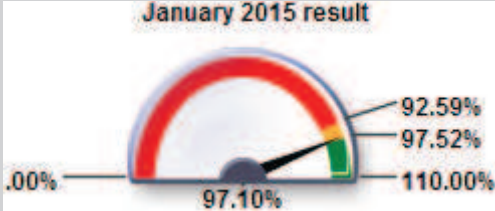
Traffic Light Red
Corporate Priority: People

Revenues and Benefits




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 CUMULATIVE INDICATOR)		13.7 days	10 days		Performance did not meet the target for January 2015. However, the short-term trend for this month shows that performance has improved slightly. The service is going through the process of recruiting further new staff although it is encountering some difficulty. There are currently 5.8 FTE posts vacant; temporary staff are supporting the service whilst recruitment continues.	<p>January 2015 result</p> <p>0 days — 10.1 days — 10.6 days — 13.7 days — 20 days</p>

Traffic Light Amber
Corporate Priority: Prosperity

Governance and Risk Management

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge
EHPI 8	% of invoices paid on time. (MAXIMISING INDICATOR)		97.10%	98.50%		There was a small dip in performance due to a delay in processing invoices in one section and delays in transfer of information. Remedial action has been taken and we do not expect this to reoccur. Overall performance in the month was 97.1% against a target of 98.5%.	

People and Property

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)		0.57 days	0.54 days		Performance for January has resulted in this performance indicator performing outside council standards for the first time this year. As a result the short and long term trends are indicating that performance is declining (ie getting worse). Total absence for the year so far is 3.52 days (end of year target is 6.5 days) and the indicator is off target this month due to a number of ongoing long term sickness cases which HR Officers are working on with service managers.	

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)		24.71	46.00		Performance exceeding target. This is the second lowest level for this year. Looking at the different types of collections, refuse is low, and garden/kitchen is low like last month. However mixed recycling is at a medium level, higher than the last three months.	<p>January 2015 result</p>

Environment 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)		1.41 days	2.00 days		Good performance this month exceeding the target.	<p>January 2015 result</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)		67.00%	60.00%		Target achieved for January 2015. 2 applications out of 3 were determined on time. However the long term trend indicates that performance is declining.	<p>January 2015 result</p> <p>67.00%</p> <p>56.40%</p> <p>59.40%</p> <p>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)		83.00%	80.00%		Target achieved for January 2015. 24 applications out of 29 were determined on time. However the long term trend indicates that performance is declining.	<p>January 2015 result</p> <p>83.00%</p> <p>75.20%</p> <p>79.20%</p> <p>100.00%</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)		96.00%	90.00%		Target achieved for January 2015. 104 applications out of 108 were determined on time.	<p>January 2015 result</p> <p>96.00%</p> <p>84.60%</p> <p>89.10%</p> <p>100.00%</p>

Traffic Light Green
Corporate Priority: Prosperity

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		Indicator remains on target, however the long term trend indicates that performance is declining.	

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		Performance is within target, however the long term trend indicates that performance is declining.	

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 CUMULATIVE INDICATOR)		91.5%	91.8%		Performance is within the target threshold for January 2015.	<p>January 2015 result</p>

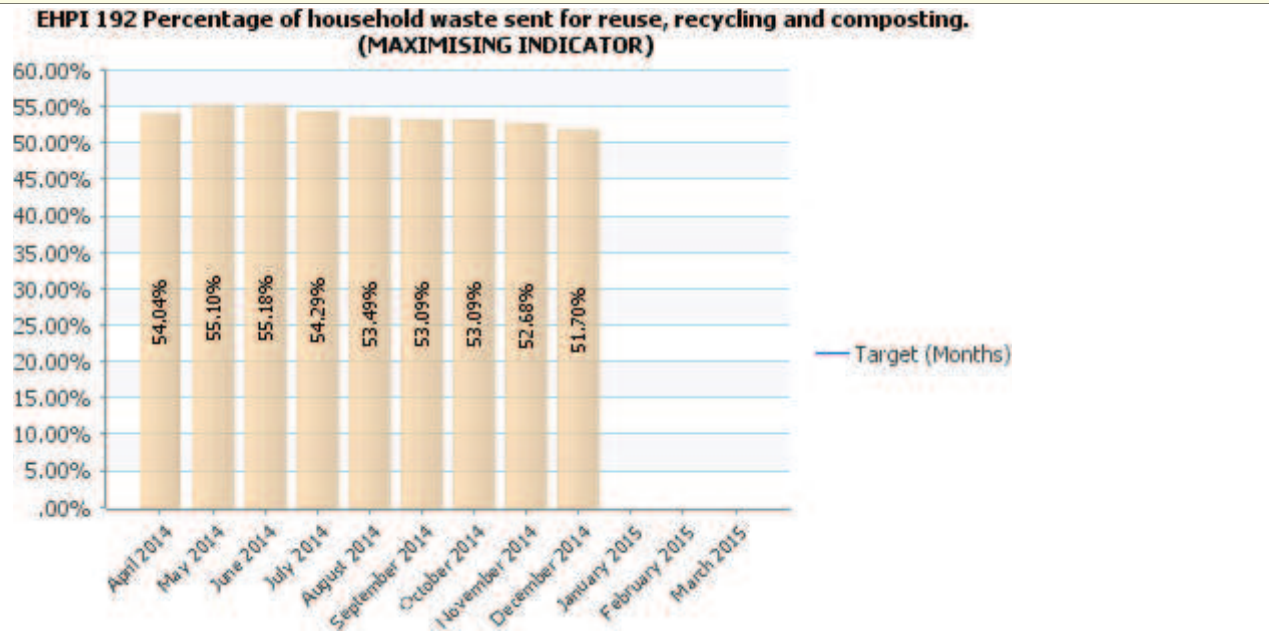
Revenues and Benefits							
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge
EHPI 10.4	NNDR (Business rates) collection, % of current year liability collected. (MAXIMISING CUMULATIVE INDICATOR)		91.4%	83.0%		Performance for January 2015 is exceeding the target.	<p>January 2015 result</p>

Traffic Light Unknown
Corporate Priority: Place

Environment Services







PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes
EHPI 192	Percentage of household waste sent for reuse, recycling and composting. (MAXIMISING INDICATOR)	N/A	51.70%	N/A	↓	Performance is within service expectations for this period of the year and above performance for the same period last year (December 2013) which achieved 49.99%.

Trend Chart



Performance Gauge

N/A

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

Expected variance at 31 March 2015 by Priority

	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)	35	0	0	0	35	0
Car expenses	28	0	0	0	35	0
Land charges income	24	0	8	0	20	0
IT Licences	0	24	0	2	39	0
B&B charges	9	0	3	0	8	0
Renovation Grant (Repayment)	31	0	8	0	31	0
Assess accessibility of website	10	0	0	0	10	0
Leisure contract	0	41	0	1	0	17
Citizens Advice Bureau	0	149	0	0	0	20
Housing Options Temporary Accomoda	0	9	0	9	0	24
Housing Options Rent Deposits	25	0	25	0	15	0
(2) Place						
New Homes Bonus grant	33	0	0	0	33	0
Contracted litigation service	12	0	2	0	5	0
Dev Mgmt appeals	0	33	0	0	0	120
Police Community Safety Officers	0	20	0	0	0	22
DCLG Housing Options Grant	0	50	0	0	0	50
Kerbside dry recycle collection	0	66	0	6	0	95
Trade bin disposal	102	0	53	0	0	7.5
Parking enforcement contract	176	0	12	0	103	0
Ring-Go expense	0	15	0	2	0	16
Refuse contract	0	2	0	3	24	0
Green waste collection	0	1	0	0	5	0
Dry recycling income	0	90	0	14	43	0
Paper banks income	0	7	0	0	0	4

Recycling miscellaneous	5	0	0	0	4	0
Trade waste collection	0	20	2	0	0	22
Trade bin income	38	0	4	0	44	0
Clinical contract collection	0	3	0	0	0	4
Clinical waste disposal	3	0	1	0	0	3
Clinical waste income	16	0	0	1	16	0
Market fees	0	18	0	1	0	20
Recycling textile bank	0	10	14	11	0	12.5
Recycling contribution (other LAs)	0	396	36	0	0	35
Domestic paid loads income	7	0	2	0	5.5	0
Street cleansing contract	14	0	0	0	0	15
Public conveniences rent	0	5	0	0	0	6
Pest control income	0	0	0	0	0	10
Wallfields electricity	12	0	1	0	10	0
Wallfields rent	0	4	0	1	0	7
Charington House electricity	103	0	2	0	107	0
Charington House service charge	0	27	0	0	0	27
Premises NDR revaluation Costs	0	13	0	3	0	8
Premises NDR costs	36	0	0	0	36	0
Building control safestyle partnership	15	0	0	9	15	0
Planning section supplies & services	7	0	2	0	7	0
Local development plan upkeep	0	15	0	7	0	55
Flood grant expenditure	0	34	0	3	0	31
Private sector tenancies	2	0	0	0	3	0
Housing options contributions	34	0	0	0	6	0
Single person homeless payments	0	15	0	0	8	0
Environmental pollution surveys	17	0	11	0	19	0
Engineering and Land Drainage	0	1	0	2	0	10
Stray Dog Publicity	0	4	0	0	0	4
(3) Prosperity						

Investment income	0	0	7	0	0	82
Accountancy - subscriptions	0	4	0	0	0	3
Legal Fees	0	28	0	4	0	25
Housing benefits	0	0	0	0	470	0
Environmental health misc. hire	0	3	2	0	0	3
Development management charges	323	0	28	0	300	0
Planning pre-application charges	4	0	0	5	15	0
Development mgmt monitoring fees	16	0	5	0	24	0
Other development mgmt (income)	10	0	7	0	10	0
Other development mgmt (spend)	12	0	0	0	13	0
Licence fee income	28	0	0	9	8	0
Jackson Square car washing	4	0	1	0	6	0
Parking pay & display income	17	0	7	0	0	30
Parking new charging policy	0	12	0	0	0	12
PCN income	0	43	4	0	0	36
Car parking consultancy	5	0	0	0	5	0
Bishops Stortford Parking Futures	13	0	2	0	15	0
Environmental coordination	14	0	1	0	6	0
Hertford Theatre	203	0	38	0	62	0
Car Parks Repairs & Maintenance	0	8	0	8	0	5
TOTAL	1443	1162	288	93	1620.5	841
Net Projected Underspend						779.5

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SALARIES/AGENCY/APPOINTMENT OF STAFF

Essential Reference Paper 'E'

SECTION	APPROVED BUDGET	APPROVED BUDGET PROFILE To 31.01.15	ACTUAL EXPENDITURE To 31.01.15	VARIANCE TO PROFILE AT 31.01.15	PROJECTED OUTTURN 2014/15	Outturn Variance To Approved Budget 2014/15
	£	£	£		£	£
Finance & Support Services	4,955,470	4,129,558	4,197,719	68,161	4,920,330	(35,140)
Neighbourhood Services	3,957,490	3,297,909	3,230,170	(67,739)	3,899,950	(57,540)
Customer & Community	2,871,070	2,392,561	2,446,201	53,640	2,928,040	56,970
Summary	11,784,030	9,820,028	9,874,090	54,062	11,748,320	(35,710)

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SUMMARY	2014/15 Original Estimate	2013/14 Slippage	2014/15 Any Other Amendments	2014/15 Revised Estimate	2014/15 Actual to Date	2014/15 Commitment to Date	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Projected Spend & Revised 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	19,010	(1,425,020)	563,690	292,456	18,045	310,501	486,150	(77,540)
Place - focuses on sustainability, the built environment and our neighbourhoods and ensuring our towns and villages are safe and clean	874,140	44,530	(258,570)	660,100	403,519	32,002	435,521	585,140	(74,960)
Prosperity - focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities & delivering cost effective services	671,120	270,750	389,600	1,331,470	435,499	64,990	500,489	1,279,060	(52,410)
TOTAL	3,514,960	334,290	(1,293,990)	2,555,260	1,131,474	115,037	1,246,511	2,350,350	(204,910)
RE-PROFILING POTENTIAL SLIPPAGE (71264/7501)	(250,000)		250,000	0					0
GRAND TOTAL	3,264,960	334,290	(1,043,990)	2,555,260	1,131,474	115,037	1,246,511	2,350,350	(204,910)
Reconciliation of Original to Revised Estimate									
Slippage from 2013/14	334,290								
Other Amendments	(1,043,990)								
	2,555,260								

Exp Code	2014/15 Approved Schemes	Project Manager	2014/15 Original Estimate	2013/14 Slippage	2014/15 Any Other Amendments	2014/15 Revised Estimate	2014/15 Actual to Date	2014/15 Commitment to Date	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Projected Spend & Revised Estimate	COMMENTS
			£	£	£	£	£	£	£	£	£	
	Leventhorpe Swimming Pool *											
72338	Renew main supply fan to the main pool area	S. Whinnett	25,000		(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). Remove existing unreliable air conditioning system & replace with new fully compliant system. Works to include refixing of related trunking to facilitate the replacement of the roof covering	S. Whinnett	0		30,000	30,000	18,332	9,425	27,757	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. Exec on 2.9.14 agreed that the £25,000 budget be increased to £30,000 to allow for inflationary increases and a contingency. Works 95% completed.
	Hartham Swimming Pool											
72339	Replacement Fire Exit Doors & Frames	S. Whinnett	0		(1,270)	(1,270)	(1,272)		(1,272)	(1,270)	0	Scheme completed.
72340	Replace Main Pool Circulating Pumps	S. Whinnett	16,960		(16,960)	0			0	0	0	Scheme completed 13/14, therefore, budget not required in 14/15.
72349	Pool Hall Air Handling Renewal - to remove the existing unreliable air handling plant serving the pool hall & replace with a new energy efficient system	S. Whinnett	100,000		(85,000)	15,000	2,250	8,620	10,870	15,000	0	SLM project management on behalf of the Council. Scheme delayed by SLM as weren't able to meet their Xmas closure deadline. However, fees have been paid this year with the balance of £85k slipping into 15/16 as works needs to be rescheduled.
	Grange Paddocks Swimming Pool											
72343	Renew Pool Heat Exchanger & defective pipework	S. Whinnett	0		17,840	17,840			0	0	(17,840)	Due to technical issues, this scheme will need to be re-programmed for mid 2015.
	Fanshawe Swimming Pool *											
72345	Refurbish/Replace Pool Filters, to maintain efficient operation of the pool filter & pool water quality	S. Whinnett	20,000		(20,000)	0			0	0	0	There is no immediate need to do this work in the current year and it has therefore been dropped 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	S. Whinnett	20,000		(20,000)	0			0	0	0	See above
	Private Sector Improvement Grants											
72602	Disabled Facilities (Note 2)	S. Winterburn	595,000	11,760	(306,760)	300,000	151,057		151,057	250,000	(50,000)	Budget reflected likely need according to previous trends, but referral rate from HCC has been very low. Spend to date is now £177k, which together with likely spend from our commitment indicates that budget of £250k is likely to be sufficient this year, allowing for likely spend of £240k plus any proceeding better than expected. Remaining budget therefore offered as savings. Unlikely that HCC referral rates will increase significantly next year, so 15/16 budget of £450k is likely to be sufficient.
72605	Disabled Facilities - Discretionary	S. Winterburn	50,000		(50,000)	0			0	0	0	No Discretionary grants under consideration this year. Had slipped £30k, leaving £20k potential spend this year. However, no spend is now likely, and the £20k is offered as a saving.
72606	Decent Home Grants	S. Winterburn	120,000		(80,000)	40,000	13,623		13,623	30,000	(10,000)	£80k already slipped to 2015/16, and consider scheme changes for then. Anticipated spend based on current commitment is £30k.

CAPITAL MONITORING 2014/15
PEOPLE
@ 31st January 2015

Exp Code	2014/15 Approved Schemes	Project Manager	2014/15 Original Estimate	2013/14 Slippage	2014/15 Any Other Amendments	2014/15 Revised Estimate	2014/15 Actual to Date	2014/15 Commitment to Date	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Projected Spend & Revised Estimate	COMMENTS
72604	Energy Grants	S. Winterburn	20,000		(19,000)	1,000	664		664	1,300	300	£40k budget for this year (£20k + £20k slippage from 14/15) 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, therefore budget reduced back down to £20k for this year. Despite promoting energy grants on Christmas bin hangers, spend of only £1,300 is likely due to availability of external free schemes. £19k has already slipped, to allow more expensive hard to treat measures in next financial year, if scheme approved.
72685	Future Social Housing Schemes	S. Drinkwater	820,740		(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 2016/17.
71201	Capital Salaries	S. Chancellor	26,000			26,000			0	26,000	0	
	Community Capital Grants											
72442	Capital grants provide the right tools for people to get involved with projects that improve facilities such as green spaces or community buildings – inspiring ownership and pride.	C. Pullen	156,000	5,730	(37,530)	124,200	100,452		100,452	124,200	0	Remaining projects for 13/14 are set to claim by their deadlines and payments will be made subject to inspections. In final funding round in 14/15, 19 grant applications were received and 17 were awarded a grant.
72582	LSP (Local Strategic Partnership) Capital Grants (Note 3)	W. O'Neill	0	1,520		1,520			0	1,520	0	LSP board determines when grants are going to be awarded.
	Presdales Pavilion, Ware											
72545	New Paving & landscaping at the front of the pavilion	M. Kingsland	0		9,400	9,400	7,350		7,350	9,400	0	Remaining budget has been spent on further works required to pavilion & car park.
	TOTAL		1,969,700	19,010	(1,425,020)	563,690	292,456	18,045	310,501	486,150	(77,540)	

* 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 Code	2014/15 Approved Schemes	Project Manager	2014/15 Original Estimate	2013/14 Slippage	2014/15 Any Other Amendments	2014/15 Revised Estimate	2014/15 Actual to Date	2014/15 Commitment to Date	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Projected Spend & Revised Estimate	COMMENTS
			£	£	£	£	£	£	£	£	£	
	Hertford Theatre											
72705	Upgrade of seating in the auditorium	W. O'Neill	0		109,000	109,000	92,626		92,626	97,500	(11,500)	5% retention of £4,875 to be paid at the end of the financial year. Balance to slip as peripheral additional work around the seating will need to take place in 15/16.
72594	Renew Boilers	S.Whinnett			80	80	80		80	80	0	Small overspend i/r 13/14 commitments.
	Historic Building Grants											
74102	Enable grants to be offered to the owners of historic buildings to encourage their maintenance and upkeep.	K. Steptoe	55,000	(5,930)		49,070	28,886		28,886	49,070	0	Anticipated that total spend will be within budget.
	Refuse Collection & Recycling											
75165	Containers Replacement Programme	C. Cardoza	100,000			100,000	83,508	13,266	96,774	100,000	0	Spend is as expected. Budget will be fully spent by year end, if not before.
75145	Replacement Litter Bins	C. Cardoza	5,500			5,500	4,970		4,970	5,500	0	Will spend full budget.
75152	Commercial Waste Bins	C. Cardoza	33,500			33,500	22,705	1,599	24,304	33,500	0	Will spend full budget.
75170	Comingled Recycling Service - Wheeled Bins	C. Cardoza	0	5,160		5,160	4,590		4,590	5,160	0	Will spend full budget.
72504	Play equipment & infrastructure replacement	C. Cardoza	50,000			50,000	9,064		9,064	50,000	0	On target
	Art in Parks Project											
72506	To work with local artists to develop cultural & artistic features in public open spaces (Note 3)	C. Cardoza	0		5,000	5,000	800	353	1,153	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.
	The Bourne, Ware											
72585	Replace existing equipment with natural play equipment & installation of new fencing around the play area. (Note 1)	C. Cardoza	40,760		20,000	60,760	38,201	9,916	48,117	60,760	0	Work nearing completion. Residents and local Members have requested the installation of a fence around the new play area, subject to public consultation.
	Pishiobury Park, Sawbridgeworth											
72507	Wetland Habitat Project - improvements to boardwalk/paths permitting safe access to the wetland area of the park (Note 2)	C. Cardoza	0		12,180	12,180			0	0	(12,180)	The fishing club have now indicated that they wish to pull out of the land swap and so the project is to be suspended, however, Asset Management are still negotiating with the fishing club, will know whether a new deal is viable within 4 - 6 weeks, therefore, scheme to slip into 15/16.
	Hartham Common, Hertford											
72508	Potential projects include development of water play area, improvements to car parking & pedestrian access (Note 4)	C. Cardoza	25,000		(25,000)	0			0	0	0	Unable to attract external funding stream this year. Project has slipped into 15/16 to allow alternative funding sources to be pursued.
	Great Innings, Watton-at-Stone											
72509	Installation of Multi Use Games Area (MUGA) to provide a ball game facility for local young people & will reduce levels of nuisance caused to neighbouring residents relating to noise & escaping footballs (Note 5)	C. Cardoza	80,000			80,000	62,858	6,543	69,401	80,000	0	Installation now complete. Expect to fully spend.
	Southern Country Park, Bishop's Stortford											
72510	Boardwalk installation across balancing pond to improve the functionality & attractiveness of this Green Flag award winning park (Note 6)	C. Cardoza	80,400			80,400			0	0	(80,400)	The boardwalk installation at Southern Country Park is in line for commitment this year. The works have been tendered and will be awarded next month. However, works are likely to slip as there is potential that this will now be delayed if there are any birds nesting in the reedbeds near to where construction is due to take place. Bird nesting season starts in March and ends in August so if this does happen the work will be completed in September 2015.
	3G Artificial Turf Pitch development at Hartham Common, Hertford.											

CAPITAL MONITORING 2014/15

PLACE

@ 31st January 2015

Exp Code	2014/15 Approved Schemes	Project Manager	2014/15 Original Estimate	2013/14 Slippage	2014/15 Any Other Amendments	2014/15 Revised Estimate	2014/15 Actual to Date	2014/15 Commitment to Date	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Projected Spend & Revised Estimate	COMMENTS
			£	£	£	£	£	£	£	£	£	
72514	To replace the under utilised Hartham Common tennis courts with 3 floodlit 3G 5-a-side pitches (Note 8)	C. Cardoza	85,000		(84,800)	200	195		195	200		0 Submission to Development Management delayed due concerns raised by the Environment Agency about light levels from floodlighting impacting on biodiversity. Following further work, the Environment Agency has now agreed to the plans and these are being submitted to Development Management Committee for approval. Due to timescales, this scheme has slipped into 15/16.
72515	Play Equipment at Play Area, Station Road, Watton-at-Stone (Note 9)	C. Cardoza	0	0		0	28,793		28,793	28,790	28,790	Fully funded from S106 monies.
Energy Efficiency & Carbon Reduction Measures												
75168	Installation of solar panels at Wallfields, Hertford	C. Cardoza	45,000		(45,000)	0			0	0		0 Unfortunately the planned feasibility study on the installation of proposed PV panels has been delayed, so the mini tender process proposed by the Procurement Officer has yet to start, therefore, scheme slipped into 15/16.
Castle Weir Micro Hydro Scheme												
72591	To provide a small Hydro-electricity turbine in the river Lee at Hertford Weir. This is an invest to save project and will generate electricity providing power for Hertford Theatre and for sale to the Grid. The scheme is subject to a rigorous approval process by the Environment Agency for flood risk and protection of biodiversity.	C. Cardoza	203,980		(200,980)	3,000	3,000	325	3,325	3,330	330	Revised plans submitted to Env Agency for consideration in Oct/Nov. Will review timing of planning application subject to feedback. Response not yet received from EA and given planning and procurement timetable it is now unlikely that the project will be completed in the current financial year. Project has slipped to 2015/16
Bell Street, Sawbridgeworth												
72513	Modernise the public convenience facilities, whilst providing storage space for Sawbridgeworth T C, relieving EHC of the ongoing revenue burden of this service provision	C. Cardoza	70,000		(70,000)	0			0	0		0 Project behind schedule due to staff vacancies and other priority projects. Estates Team currently working on design specification, scheme slipped into 15/16 due to timescales.
74105	Environmental Enhancements to East Herts town centres	P. Pullin	0		66,250	66,250	23,243		23,243	66,250		0 Expecting the Town Centre Enhancement money to be spent by the end of the financial year. The Sawbridgeworth project has already completed and an invoice is being processed. Bishop's Stortford are on profile to spend by the end of December. Expecting Ware TC to complete by the end of March.
74106	Heart of Bishop's Stortford - Market Improvement Scheme	P. Pullin	0	45,300	(45,300)	0			0	0		0 The Heart of Bishop's Stortford funding (originally provided through the countywide Local Strategic Partnership) is on hold until we identify opportunities for the market emerging from the Henderson's development. However, this ambition will be subject to review if insufficient progress is made with the development. Slipped into 15/16.
TOTAL			874,140	44,530	(258,570)	660,100	403,519	32,002	435,521	585,140	(74,960)	

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.

Note 9. Fully funded from S106 monies

Exp Code	2014/15 Approved Schemes	Project Manager	2014/15 Original Estimate	2013/14 Slippage	2014/15 Any Other Amendments	2014/15 Revised Estimate	2014/15 Actual to Date	2014/15 Commitment to Date	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Projected Spend & Revised Estimate	COMMENTS
			£	£	£	£	£	£	£	£	£	
71442	Revenues & Benefits Programme	H. Lewis	0	18,600	(10,600)	8,000	1,200		1,200	8,000	0	
71395	EDM - Corporate	P. Tyler	11,070	5,000	(16,070)	0			0	0	0	
71414	Replacement Hardware (Note 1)	P. Wain	5,000	7,980		12,980	1,274		1,274	12,980	0	
71431	Establishment of LES & internet links to replace MPLS	P. Wain	0		34,640	34,640			0	34,640	0	
71443	Civica ICON Upgrade	H. Lewis	0	25,770	(7,420)	18,350	18,351		18,351	18,350	0	
71444	BACS Software	P. Tyler	0	21,980		21,980			0	21,980	0	
71435	Funding for Applications	P. Tyler	350,000		(77,210)	272,790	4,227		4,227	272,790	0	
71437	Windows Server Licensing	H. Lewis	5,000			5,000			0	5,000	0	
71416	Merging IT systems - Licensing & Env Health	B. Simmonds	15,000		78,800	93,800			0	93,800	0	
71418	Mayrise Upgrade	J. Petrie	0	2,050		2,050			0	2,050	0	
71420	Integrated Dev Mgt and Bldg Ctrl Systems	K. Steptoe	0		181,700	181,700	65,500		65,500	181,700	0	
71438	EH 50% share of technical/project management costs	H. Lewis	0	23,110	9,530	32,640	1,440		1,440	32,640	0	
71439	Service Desk & Utilities	H. Lewis	0	27,170	(12,170)	15,000			0	15,000	0	
71440	Shared service print investment costs 50%	H. Lewis	0	20,500		20,500			0	20,500	0	
71441	Shared service accommodation costs 50%	H. Lewis	0	7,000	(7,000)	0			0	0	0	
71447	Data Centre Implementation	H. Lewis			10,000	10,000	4,975		4,975	10,000	0	
71448	New Devices	H. Lewis			5,500	5,500	5,512		5,512	5,510	10	
71449	New Desktop Software	H. Lewis			5,000	5,000			0	5,000	0	
Car Parks:-												
75269	Bell Street, Sawbridgeworth - Resurfacing & Lining	S. Whinnett	0	1,200	(1,330)	(130)	(130)		(130)	(130)	0	Scheme completed.
75271	Causeway Car Park, Bishop's Stortford - essential repairs incl. resurfacing of defective areas, drainage repairs, re-lining, repairs to lighting and planted areas	S. Whinnett/D. Kingsbury	0	0	30,000	30,000	22,556		22,556	22,560	(7,440)	Completed, underspend as works to planted areas not carried out.
Council Offices, Wallfields, Hertford												
71274	Boiler Room Works - refurbishment of certain elements of plant	S. Whinnett	60,000			60,000	35,912	13,795	49,707	49,700	(10,300)	Works commenced, 95% completed. Further works required to Council Chamber plant programmed for April 2015.
71269	Security Gates & Fencing to Side Access to Boiler Room to ensure that this area is kept secure.	S. Whinnett	15,000			15,000	9,091		9,091	9,090	(5,910)	Scheme completed.
71275	Refurbishment Works to Old Building, to include lighting replacement	S. Whinnett/R. Crow	0	6,730		6,730	(5,023)	7,578	2,555	6,730	0	Lighting improvement works in progress.
71276	Equality Access & Card Control to Doors to make all staff doors equality compliant & secure	S. Whinnett			(800)	(800)	(800)	800	0	(800)	0	Commitment from 13/14 to be cancelled.
71277	Lift Improvements, to ensure that the lift complies with all current health & safety requirements	S. Whinnett	25,000		9,420	34,420	32,952		32,952	32,950	(1,470)	Scheme completed.
71278	Refurbishment of Windows, to ensure the efficient and safe operation of the windows so as to provide a comfortable environment for staff	S. Whinnett	15,000		(15,000)	0			0	0	0	Need to programme for warmer summer months. Therefore, slipped into 15/16.
Crickfield Lane, Bishop's Stortford												
72598	Resurface Footpath & Retainment Works to provide a safe pedestrian route for the public	S. Whinnett	75,000		(63,880)	11,120	10,968	156	11,124	11,120	0	Reduced scheme following a review.
Compliance Software System												
71445	Comprehensive system to record & update information related to all areas of compliance in Council properties	S. Whinnett	10,000		(70)	9,930	9,926		9,926	9,930	0	Scheme completed.
71203	Replacement of Chairs & Desks	R. Crow	10,000	(1,180)		8,820	8,942	761	9,703	10,000	1,180	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	A. Osborne	0	87,400		87,400	47,405		47,405	87,400	0	Work to rectify the defects/repairs on the Stort bridge is progressing and anticipate spending the remaining money before year end.

Exp Code	2014/15 Approved Schemes	Project Manager	2014/15 Original Estimate	2013/14 Slippage	2014/15 Any Other Amendments	2014/15 Revised Estimate	2014/15 Actual to Date	2014/15 Commitment to Date	2014/15 Total Spend to Date	2014/15 Projected Spend	2014/15 Variance between Projected Spend & Revised Estimate	COMMENTS
			£	£	£	£	£	£	£	£	£	
72568	North Drive, Ware - reconstruct road & drainage	A. Osborne	14,750	(780)	(13,440)	530	527	750	1,277	2,050	1,520	The existing capital budget is insufficient to carry out any effective surfacing of this road so we are hoping to link the upgrade of the road to private developments that are coming forward in the local area. These are only in the early stages and unlikely to be sufficiently progressed before year end, therefore, £13,440 slipped into 15/16. Spend to date relates to pothole work.
	River & Watercourse Structures											
75160	Improve, maintain & renew structures along rivers and watercourses to alleviate possible flooding throughout the district.	G. Field	47,500	18,220		65,720	(870)	35,250	34,380	65,720	0	Further flood alleviation works have been identified and are still waiting EA consent. The work to upgrade and automate the weir gate in Hertford Castle Grounds has commenced and is ongoing. There have been problems with access and water levels and now that the gates have been raised and inspected it is evident that some further structural remedial works are required. A report on their condition with recommendations is being prepared. The structural bridge surveys are now complete. We are still waiting to receive the final reports before prioritising any works required, depending on resource & budgets available.
	Land Improvement Works	G. Field			30,000	30,000			0	0	(30,000)	It has now been confirmed that the land in question is not owned by EHDC and is therefore classed as a revenue item. £30k to slip into 15/16 to enable £50k per annum capital budget to be utilised for other land improvement works.
75162	Repairs & Renewals Scheme (Flood Grants) Note 2	G. Field	0	0	220,000	220,000	156,422		156,422	220,000	0	Total amount of grants approved £260,722.85. Outstanding payments for 19 properties, all residents have been contacted & in most cases their work is progressing. Some of these grants will be paid out in 15/16 as dependant on when the works are completed. Deadline is 30th June 2015 to claim all monies back from DEFRA.
71251	Installation of Automated Telling Machines at Hertford & Bishop's Stortford	N. Sloper	12,800			12,800	5,142	5,900	11,042	12,800	0	KPR Midlink and the Shared IT Service are in the final stages of testing with go live anticipated by end of 2014.
	TOTAL		671,120	270,750	389,600	1,331,470	435,499	64,990	500,489	1,279,060	(52,410)	

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

Note 2. Fully funded from DEFRA

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ESSENTIAL REFERENCE PAPER G

SUMMARY OF PREVIOUSLY REPORTED VARIANCES ON THE REVENUE BUDGET

		Projected Outturn £'000	
1.1	April	0	
	May	35	Adverse
	June	222	Favourable
	July	289	Favourable
	August	205	Favourable
	September	377	Favourable
	October	407	Favourable
	December	626	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.
- 1.12 ASSESS ACCESSIBILITY OF WEBSITE September
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.
- 1.13 IT LICENCES October
A favourable variance of £39,000 on the IT Licences budget is expected due to licence cost savings from the implementation of Civica Financials and £10,000 of growth no longer required.
- 1.14 LEISURE CONTRACT October
The leisure contract budget includes a savings item of £17,000 for a 3G artificial turf pitch development at Hartham Common. This item was flagged as 'Amber' in 'ERP H – Savings' in September's month's healthcheck report. The saving is no longer considered achievable for 2014/15 due to slippage in the associated capital project caused by the need to review design proposals in response to concerns raised by the Environment Agency. Savings may however be achievable in 2015/16 or future years depending on when the capital project can be carried out. An adverse variance of £17,000 is therefore reflected in the Net Projected Underspend figure and will be closely monitored for 2015/16.

- 1.15 LEASE CARS December
Following the withdrawal of the lease cars for staff and a review of the essential user allowance, car expenses are lower than the 2014/15 approved estimate; resulting in a favourable variance of £35,000
- 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 KERBSIDE 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 RING-GO June
Usage of the RingGo 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.

- 2.14 TRADE WASTE July
Trade waste expenditure is currently slightly above profile due to increased business. This is however offset by increased income.
- 2.15 TRADE BIN INCOME July
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).
- 2.24 WALLFIELDS ELECTRICITY September
Electricity costs at the Wallfields office have increased less than expected. This will result in an estimated underspend of £5k.
- 2.25 WALLFIELDS RENT September
HMRC have now vacated the space they rent from the council at the Wallfields office. Rental income will therefore be £12k less than anticipated.
- 2.26 CHARRINGTON HOUSE ELECTRICITY September
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.
- 2.27 CHARRINGTON HOUSE SERVICE CHARGE September
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.
- 2.28 COUNCIL PREMISES REVALUATION AND NNDR COSTS September
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.
- 2.29 BUILDING CONTROL SAFESTYLE PARTNERSHIP September
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.
- 2.30 LOCAL DEVELOPMENT PLAN UPKEEP September
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). It is requested that CMT support a recommendation to Executive to fund the additional £55k by a draw down from the Local Plan Reserve.
- 2.31 FLOOD GRANT EXPENDITURE September
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.

- 2.32 SINGLE PERSONS HOMELESS PAYMENTS September
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.
- 2.33 Dry RECYCLING INCOME October
The forecast outturn for dry recycling income has improved from an adverse variance of £30,000 previously reported to CMT to a favourable variance of £10,000. The decline in paper tonnages has reversed. Income has also benefitted from a higher market price and improvement in sorting processes.
- 2.34 CLINICAL WASTE INCOME October
The forecast outturn for clinical waste income has been reduced from a favourable variance previously reported to CMT of £31,000 to a favourable variance of £15,000. The reduction is due to a forecasting error. The favourable variance is driven by higher demand for the service than was originally expected.
- 2.35 DOMESTIC PAID LOADS October
The domestic paid loads income budget is forecast to show a favourable variance of £6,000 due to an increase in demand above expectations.
- 2.36 STREET CLEANSING October
The street cleansing contract is forecast to show an adverse variance of £12,000 due to an increased level of fly tipping.
- 2.37 PUBLIC CONVENIENCES October
The public conveniences rent budget includes a savings item of £5,600 for the modernisation of the Bell Street toilets. This item is no longer considered achievable in the current financial year due to slippage in the associated capital project and was flagged as 'Red' in 'ERP H - Savings' in Septembers' healthcheck report. An adverse variance of £5,600 is therefore reflected in the Net Projected Underspend figure
- 2.38 SAFESTYLE October
Building Control Service - The Safestyle UK Partnership commenced in October 2014 and expected gross income of £12,000 was reported in Septembers' healthcheck report. Volumes are higher than anticipated and the expected gross income has now been increased to £24,000. Note that additional expenditure caused by increasing volumes relates to potential overtime payments and is expected to be minimal.
- 2.39 ENVIRONMENTAL POLLUTION SURVEY October
The Environmental Pollution Survey budget of £19,000 will no longer be spent as the work has now been included as part of a proposed larger capital scheme.

- 2.40 ENGINEERING AND LAND DRAINAGE October
Due to the flood event in February the Engineering and Land Drainage budget is no longer deemed sufficient to cover the winter months. An overspend of £10,000 is forecast.
- 2.41 DRY RECYCLING INCOME December
The forecast favourable variance for dry recycling income has improved from the £10,000 previously reported to £43,000. This is due to an increase in the price received for paper tonnages and a higher market price and improvement in sorting processes
- 2.42 KERBSIDE DRY RECYCLING COLLECTION BUDGET December
An overspend against the Kerbside dry recycling collection budget of £83,000 has been previously reported. This has now increased to £95,000. This in part is due to a decision to haul materials to the reprocessor in exchange for a higher material price. This overspend is partially offset by the increase in dry recycling income reported in 2.11 above.
- 2.43 PEST CONTROL INCOME December
Pest control income is lower than budgeted due to a poor wasp season and some businesses not renewing contracts for pest control. An adverse variance of £10,000 is reported.

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.

- 3.13 PCN INCOME September
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.
- 3.14 CAR PARKING CONSULTANCY September
Car parking consultancy expenditure is expected to underspend by £5k. It is anticipated that this money will now be spent in 2015/16.
- 3.15 BISHOPS STORTFORD CAR PARK September
Budgeted expenditure for Bishops Stortford car park is now no longer required. This will result in a favourable variance of £15k.
- 3.16 ENVIRONMENTAL COORDINATION October
The environmental coordination budget is showing a favourable variance of £6,000. There has been a lower than expected number of bids for environmental grants in 2014/15
- 3.17 DEVELOPMENT MANAGEMENT October
A favourable variance of £11,000 for Development Management Monitoring Fees & Discharge of Conditions has previously been reported to CMT. Due to a further increase in activity the variance has been increased by an additional £13,000 to £24,000.
- 3.18 LICENCING INCOME October
Additional taxi, gambling, alcohol and entertainment licences issued are expected to result in a favourable variance in licence fee income of £8,000.
- 3.19 HOUSING BENEFITS SERVICE December
The Housing Benefits Service in the Revenues and Benefits Section contains the largest of the Council's budgets. These budgets have been reviewed to reflect actual activity in 2014/15. A reduction in the Rent Allowances Transfer Payments and government subsidy has resulted in a fall in the net cost of the Housing Benefit Service. A favourable variance against the original budget of £470,000 is forecast.
- 3.20 HERTFORD THEATRE December
A net favourable variance of £52,000 is reported due to increased income levels at Hertford Theatre. The income targets for the River room, Studio and Pantomime have exceeded targets
- 3.21 LEGAL FEES INCOME December
The budgeted legal fees income from Section 106 agreements was overly optimistic and the forecast outturn is expected to result in an adverse variance of £25,000.

	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 post to August 2014. Contingency Funding is however no longer required in 2014/15 as £20k funding has been approved as a Special Item for 2014/15 only. The post has now been approved until August 2015. A growth item will therefore be required for 2015/16.
HR	40	37	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	11	11	To fund permanent increase in housing manager hours. This is a growth item required for future years.
Community Safety & Health	30	26	One-off funding to support 4 posts of different grades in Community Safety & Health. This is a growth item required for

			future years.
Environmental Services	12	9	To support assistant waste services manager post while on maternity leave.
Head of Customer Services	14	6	On-going funding to support full time replacement of customer service manager from September 2014. Growth Item needed for future years.
The Web Team	21	21	One-off cost to support the role of Information analyst within the Web Team until December 2016. 2015/16 to be funded from Cost of Change
Parking Services	42	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. Growth Item needed for future years.

Housing	40	17	One off funding to carry out a housing needs survey designed to determine the future needs of social housing tenants
Facilities	75	75	Funding is required to fill a sink hole in Cherry Tree, Hertford. There is a risk that it may be significantly higher
Strategic Finance	8	8	To fund temporary Project Accountant
Asset Management	2	2	To fund 7 hour post for 3 months
Democratic & Legal	22	22	Purchase of election polling screens, grant to be received in future years to partially fund this.
Contingency Utilised	452	351	
Contingency still to be utilised	61	162	

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