



Public Document Pack

Jeff Hughes
Head of Democratic and Legal
Support Services

MEETING : EXECUTIVE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : TUESDAY 12 OCTOBER 2010
TIME : 7.00 PM

PLEASE NOTE TIME

MEMBERS OF THE EXECUTIVE

Councillor Tony Jackson	- Leader of the Council
Councillor Malcolm Alexander	- Deputy Leader and Executive Member for Community Safety and Protection
Councillor Mike Carver	- Executive Member for Planning Policy and Transport
Councillor Linda Haysey	- Executive Member for Community Development, Leisure and Culture
Councillor Bob Parker	- Executive Member for Housing and Health
Councillor Michael Tindale	- Executive Member for Resources and Internal Support

CONTACT OFFICER: Martin Ibrahim

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PERSONAL AND PREJUDICIAL INTERESTS

1. A Member with a personal interest in any business of the Council who attends a meeting of the Authority at which the business is considered must, with certain specified exemptions (see section 5 below), disclose to that meeting the existence and nature of that interest prior to the commencement of it being considered or when the interest becomes apparent.
2. Members should decide whether or not they have a personal interest in any matter under discussion at a meeting. If a Member decides they have a personal interest then they must also consider whether that personal interest is also prejudicial.
3. A personal interest is either an interest, as prescribed, that you must register under relevant regulations or it is an interest that is not registrable but where the well-being or financial position of you, members of your family, or people with whom you have a close association, is likely to be affected by the business of the Council more than it would affect the majority of inhabitants of the ward(s) affected by the decision.
4. Members with personal interests, having declared the nature of that personal interest, can remain in the meeting, speak and vote on the matter unless the personal interest is also a prejudicial interest.
5. An exemption to declaring a personal interest applies when the interest arises solely from a Member's membership of or position of general control or management on:
 - any other body to which they have been appointed or nominated by the authority
 - any other body exercising functions of a public nature (e.g another local authority)

In these exceptional cases, provided a Member does not have a prejudicial interest, they only need to declare their interest if they speak. If a Member does not want to speak to the meeting, they may still vote on the matter without making a declaration.

6. A personal interest will also be a prejudicial interest in a matter if all of the following conditions are met:
 - the matter does not fall within one of the exempt categories of decisions
 - the matter affects your financial interests or relates to a licensing or regulatory matter
 - a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgement of the public interest.
7. Exempt categories of decisions are:
 - setting council tax
 - any ceremonial honour given to Members
 - an allowance, payment or indemnity for Members
 - statutory sick pay
 - school meals or school transport and travelling expenses: if you are a parent or guardian of a child in full-time education or you are a parent governor, unless it relates particularly to the school your child attends
 - housing; if you hold a tenancy or lease with the Council, as long as the matter does not relate to your particular tenancy or lease.
8. If you have a prejudicial interest in a matter being discussed at a meeting, you must declare that interest and its nature as soon as the interest becomes apparent to you.
9. If you have declared a personal and prejudicial interest, you must leave the room, unless members of the public are allowed to make representations, give evidence or answer questions about the matter, by statutory right or otherwise. If that is the case, you can also attend the meeting for that purpose. However, you must immediately leave the room once you have finished or when the meeting decides that you have finished (if that is earlier). You cannot remain in the public gallery to observe proceedings.

AGENDA

1. Apologies

To receive apologies for absence.

2. Minutes

To approve the Minutes of the meeting held on 7 September 2010 (previously circulated in Council Minute Book for 29 September 2010).

3. Leader's Announcements

4. Declarations of Interest

To receive any Member(s) declaration(s) of interest.

5. Issues Arising from Scrutiny (Pages 7 - 10)

6. Proposed Designated Public Places Order (DPPO) in Sawbridgeworth (Pages 11 - 30)

7. Parking Enforcement and Management Contract: Evaluation and Award Criteria (Pages 31 - 36)

8. Executive Arrangements (Pages 37 - 46)

9. Revenues and Benefits Options in East Herts and Stevenage (Pages 47 - 56)

10. Monthly Corporate Healthcheck - August 2010 (Pages 57 - 116)

11. Local Development Framework (LDF) Executive Panel

Minutes of the meeting held on 23 September 2010 (to follow).

12. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.

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Agenda Item 5

EAST HERTS COUNCIL

EXECUTIVE – 12 OCTOBER 2010

REPORT BY SCRUTINY COMMITTEE CHAIRMEN

ISSUES ARISING FROM SCRUTINY

WARD(S) AFFECTED: All

Purpose/Summary of Report

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

RECOMMENDATION FOR DECISION:

(A)	That the report be received.
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1.0 Background

1.1 Scrutiny meetings have been held recently as follows:

Environment Scrutiny Committee – 14 September 2010

2.0 Report

2.1 Parking Enforcement and Management Contract: Evaluation and Award Criteria (Agenda Item 7)

The Environment Scrutiny Committee considered and supported the recommendations set out in the report submitted.

3.0 Other Issues

3.1 The Environment Scrutiny Committee also considered various reports relating to the Medium Term Financial Plan (MTFP) and Emergency Budget. These comments were referred direct for consideration at the Council meeting on 29 September 2010.

4.0 Implications/Consultations

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

Background Papers

None

Contact Members: Councillor D Andrews, Chairman, Corporate Business Scrutiny Committee.
Councillor Mrs D L E Hollebon, Chairman, Environment Scrutiny Committee.
Councillor C Woodward, Chairman, Community Scrutiny Committee.

Contact Officer: Jeff Hughes – Head of Democratic and Legal Support Services, Extn: 2170.

Report Authors: Martin Ibrahim - Senior Democratic Services Officer, Marian Langley – Scrutiny Officer

ESSENTIAL REFERENCE PAPER 'A'

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

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EAST HERTS COUNCIL

THE EXECUTIVE – 12 OCTOBER 2010

REPORT BY EXECUTIVE MEMBER FOR COMMUNITY SAFETY AND PROTECTION

PROPOSAL FOR A DESIGNATED PUBLIC PLACES ORDER (DPPO) FOR SAWBRIDGEWORTH

WARD(S) AFFECTED: Sawbridgeworth

Purpose/Summary of Report

- The purpose of this report is to request the Council to use the powers under section 13 of the Criminal Justice and Police Act 2001 to make a DPPO (Designated Public Places Order) for parts of the town of Sawbridgeworth (Map attached at **Appendix 1**)
- The aim of the Order is to reduce alcohol related anti-social behaviour and crime within the town of Sawbridgeworth

RECOMMENDATION TO COUNCIL:

	that the proposed Designated Public Places Order (DPPO) in Sawbridgeworth be approved.
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1.0 Background

- 1.1 The Criminal Justice and Police Act 2001 (CJPA) gave local authorities the power to designate public areas through the introduction of a DPPO where there has been an established history of nuisance or annoyance to members of the public, or disorder, associated with the consumption of intoxicating liquor and provide the police with the power to enforce this restriction.
- 1.2 At the Responsible Authorities Group (RAG) meeting on 8th September 2010 Safer Neighbourhoods Inspector Chris Hunt from Herts Constabulary made a presentation proposing a DPPO should be given for parts of Sawbridgeworth town centre.

- 1.3 All agencies present at the RAG supported the proposal for the DPPO.
- 1.4 The DPPO gives the police the power to require individuals to surrender the alcohol and any opened or sealed containers where they have reason to believe that the alcohol will be consumed in a designated area.
- 1.5 It should be noted that these powers do not make it a criminal offence to consume alcohol within the designated area.
- 1.6 If any person fails, without reasonable excuse to comply with any of the above requirements made by a police officer, then an offence has been committed. They are then liable to a fixed penalty fine of £40 or £500 upon conviction.
- 1.7 Before an Order can be made, there must be sufficient evidence of alcohol related crime and a formal consultation must take place.

2.0 Report

- 2.1 Evidence from Herts Police crime analyst shows that for the proposed DPPO during the period 02/05/2009 to 31/08/2010 there were a total of 322 offences within the proposed DPPO area, with 9.6% being alcohol related. Bell Street was identified as the top location for alcohol related disorder.
- 2.2 Analysis of the same time period also shows that 10.5% of the 59 criminal damage offences were alcohol related, and 27% of violent crimes were alcohol related.
- 2.3 The statutory consultation took place for six weeks ending on 31st August 2010. The findings showed that the primary response 'Do you support the DPPO?' returned a clear and significant response of 96%.
- 2.4 The consultation also showed that 85% stated that over the past 12 months they had witnessed anti-social behaviour in the proposed DPPO area.
- 2.5 11% stated that they had witnessed alcohol related anti-social behaviour outside a licensed area or business, 39% stated they had witnessed the same outside their homes and 63% stated they

had witnessed it within their neighbourhood. This therefore would suggest that the majority of anti-social behaviour is occurring on the streets and in public areas of Sawbridgeworth.

- 2.6 45% of respondents said that they had witnessed graffiti or vandalism in the past 12 months. As the Home Office confirms these offences are often alcohol related, the powers enabled by the DPPO would assist the police to take preventative action against these offences.
- 2.7 Background papers attached to the report give the full findings of the analysis and consultation (**Appendix 2 and 3**).

3.0 Implications/Consultations

- 3.1 Statutory consultation has taken place within the community that will be affected by the DPPO as stated in 4.3 of this report. Local residents, shops and businesses within the designated area and local residents on the periphery were sent forms directly to their addresses for them to complete and return.
- 3.2 Ballot boxes for completed forms were placed in a number of premises within Sawbridgeworth. Forms were also available to complete on East Herts Council website.
- 3.3 2021 forms were circulated directly in hard copy (1772 residential, 249 business). 200 ballot forms were returned, and 11 online returns were made.
- 3.4 The analysis considers only those forms returned in the original format to reflect the consultation and ensure the data comparison was clear and unambiguous.
- 3.5 Before an Order is made and subject to agreement by Council, statutory adverts must be placed in the local press.
- 3.6 The DPPO gives the police the power to require individuals to surrender the alcohol and any opened or sealed containers where they have reason to believe that the alcohol will be consumed in a designated area.
- 3.7 If any person fails, without reasonable excuse to comply with any of the above requirements made by a police officer, then an offence has been committed. They are then liable to an on the spot fixed penalty fine of £40 or £500 upon conviction.

- 3.8 £1600 has been secured to cover the cost of the required signage for the Order.
- 3.9 There are no direct human resources implications.
- 3.10 Before an Order can take effect the correct procedures under the Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2007 must be followed. Therefore, full involvement of the Legal Services has been secured.

Background Papers

Appendix 1 – Map of the proposed DPO

Appendix 2 – Herts Police Analysis

Appendix 3 – Consultation Analysis

Contact Member: Councillor Malcolm Alexander, Executive Member for Community Safety and Protection

Contact Officer: Brian Simmonds, Head of Community Safety and Licensing x1498

Report Author: Julie Pomfrett, Anti-social Behaviour and Projects Officer, x1423

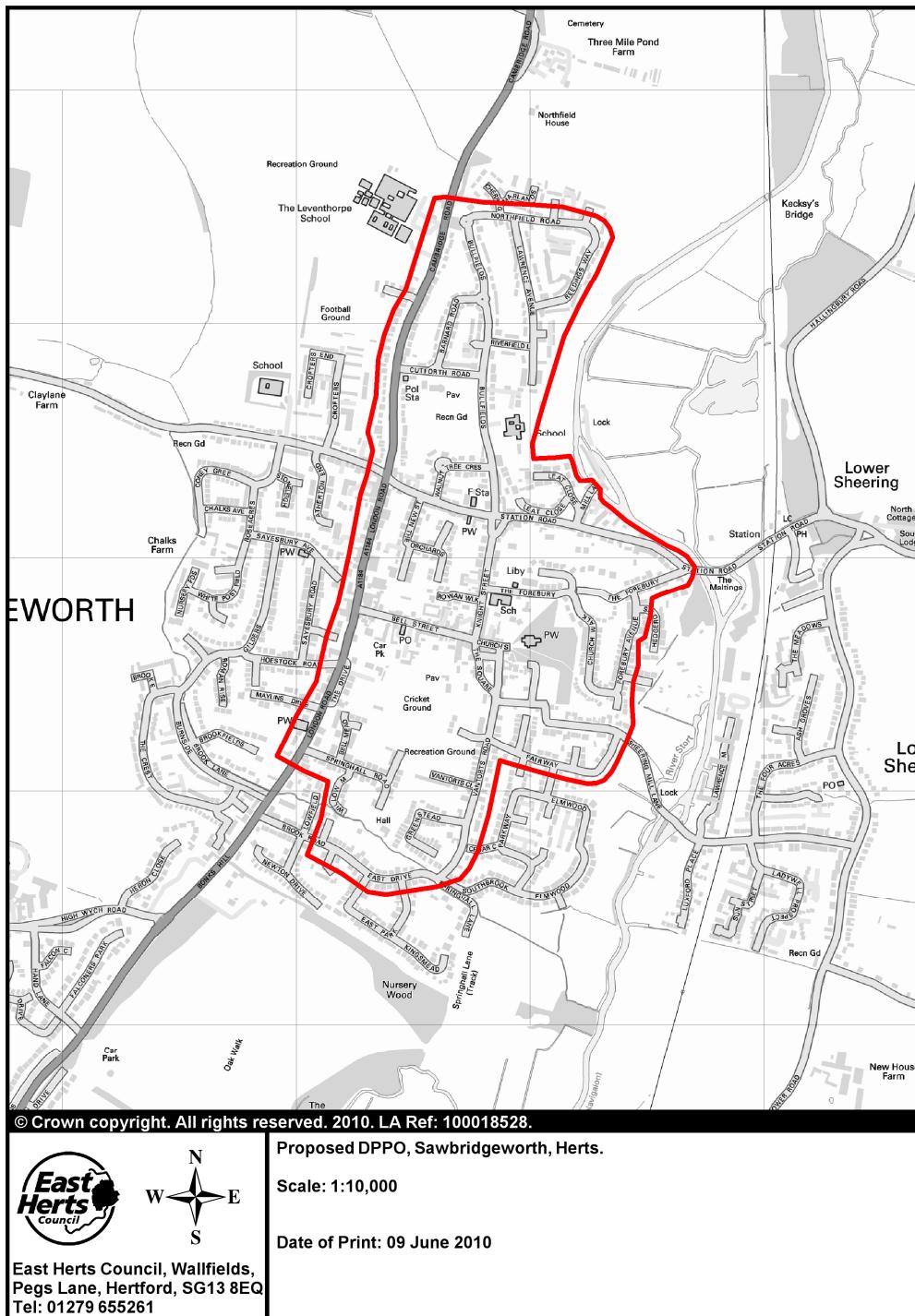
ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):	<p>Promoting prosperity and well-being; providing access and opportunities</p> <p><i>Enhance the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.</i></p> <p>Pride in East Herts</p> <p><i>Improve standards of the neighbourhood and environmental management in our towns and villages.</i></p> <p>Leading the way, working together</p> <p><i>Deliver responsible community leadership that engages with our partners and the public.</i></p>
Consultation:	Formal consultation has taken place with residents, businesses and key partner agencies.
Legal:	Powers granted through the relevant Acts and Home Guidance adhered to.
Financial:	The cost of the required signage for the Order has already been secured from external partners.
Human Resource:	There are no Human Resource implications.
Risk Management:	Before an Order can take effect the correct procedures under the Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2007 must be followed. Therefore, full involvement of the Legal Services has been secured.

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Appendix 1

Map of proposed DPPO for Sawbridgeworth



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Hertfordshire Constabulary

Eastern Area

Crime Analyst: Hannah Davidson

Date: 15/09/2010

Designated Public Place Order (DPPO) – Sawbridgeworth

Aims and Objectives:

- The aim of this document is to provide maps highlighting all crime, criminal damage, violent crime and ASB linked to alcohol related crime and disorder within a proposed Designated Public Places Order (DPPO) in A4 Sawbridgeworth. This document will ascertain whether alcohol related crime and ASB are a problem within the proposed area.

For the purposes of this analysis data has been retrieved from NMIS for the period between 2nd May 2009 and 31st August 2010. It is likely that the scale of alcohol as a factor is under reported, as this can only be reported where there is a proven link to alcohol.

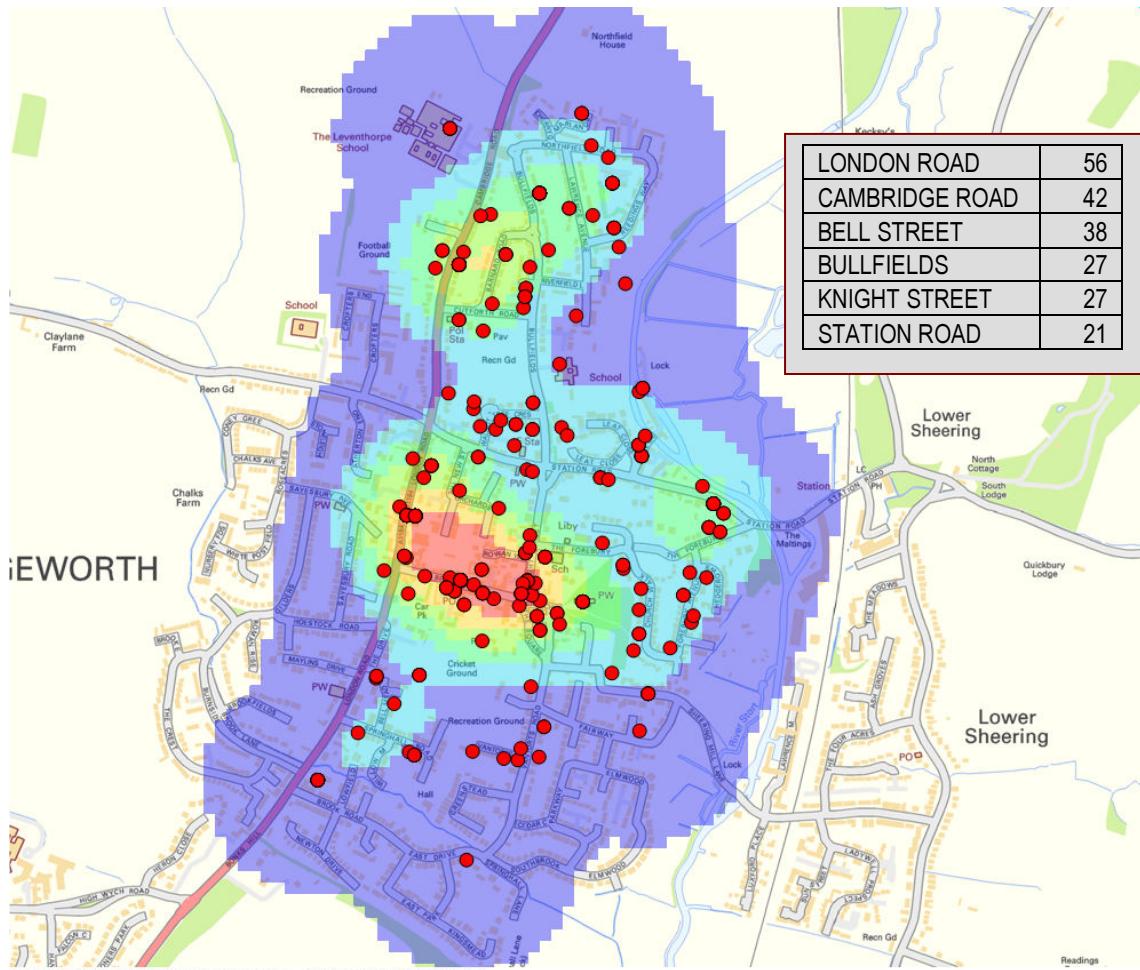
Streets within the proposed DPPO

The roads falling within the boundary of the proposed Designated Public Place Order are listed below; the streets listed have been analysed for the purpose of this document:

ALDERS WALK	CUTFORTH LANE	KNIGHT STREET	SPINNEY COURT	WALNUT TREE CRESCENT
BAKERS WALK	DUCKLING LANE	LAWRENCE AVENUE	SPRING MEWS	WEST COURT
BARN COURT	EAST DRIVE	LEAT CLOSE	SPRINGHALL ROAD	WILLOW COURT
BARNARD ROAD	EDENS MOUNT	LONDON ROAD	STATION ROAD	WILLOW MEAD
BEECH FIELD	FAIR GREEN	MEREFIELD	THE DRIVE	
BELL MEAD	FAIR GREEN GARDENS	MILL LANE	THE FOREBURY	
BELL STREET	FAIRWAY	MILLFIELDS LANE	THE GABLES	
BELLS WALK	FARRIERS	NEW STREET	THE MEWS	
BLAKES COURT	FOREBURY AVENUE	NORTHFIELD ROAD	THE ORCHARDS	
BULLFIELDS	FOREBURY CRESCENT	REEDINGS WAY	THE SMITHY	
BURTONS MILL	FORELANDS PLACE	RIVER COURT	THE SQUARE	
CAMBRIDGE ROAD	GRANARY COURT	ROWAN WALK	TROJAN TERRACE	
CHURCH CRESCENT	GREANSTEADS	RUSHFIELDS	VANTORTS CLOSE	
CHURCH STREET	HAILEY PLACE	SAYES GARDEN	VANTORTS ROAD	
CHURCH WALK	KNIGHT COURT	SHEERING MILL LANE	WALNUT COTTAGE	

RESTRICTED

The Map below highlights all crime reported between 2/05/09 and 31/08/10 in the proposed DPPO area.



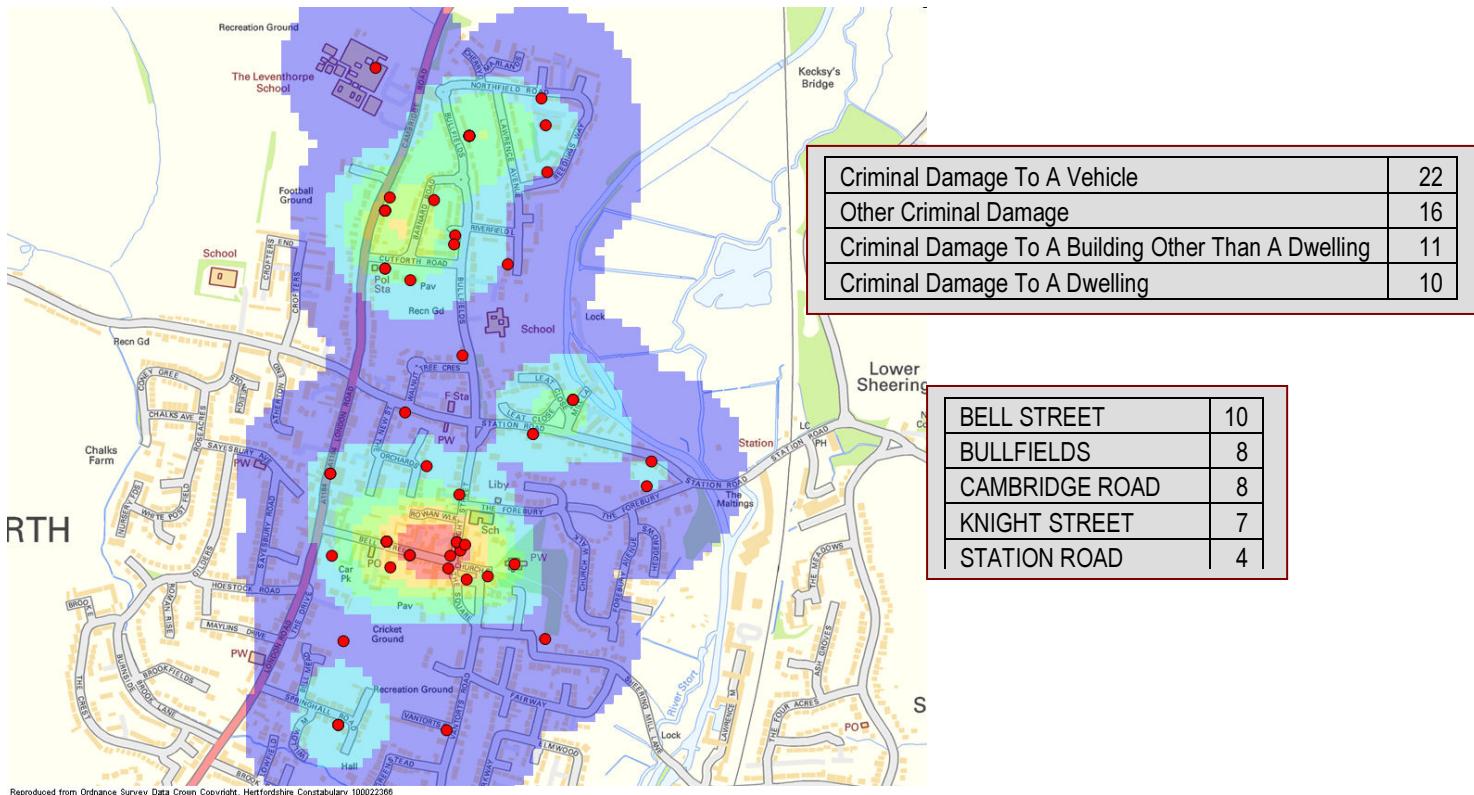
Theft From A Vehicle	55
Other Theft	29
Criminal Damage To A Vehicle	22
Burglary in a Dwelling	20
Burglary in a Building other than a Dwelling	19
Actual Bodily Harm and other Injury	17
Other Criminal Damage	16
Preserved Other Fraud And Repealed Fraud Offences (before the commencement of the Fraud Act 2006)	16
Public Fear, Alarm or Distress	16
Theft Or Unauthorised Taking Of A Pedal Cycle	14

The total crime reported between the above dates was 322 offences and of these 9.63% were alcohol related.

The street reporting the most offences during the above period was London Road reporting 56 offences and of these offences 1 offence was TFMV. The hotspot area sits over Bell Street which features in the top streets (see above table). The top crime type reported in Bell Street is criminal damage to a building other than a dwelling (5).

RESTRICTED

The map below highlights all criminal damage offences reported between 2/05/09 and 31/08/10 in the proposed DPPO area.

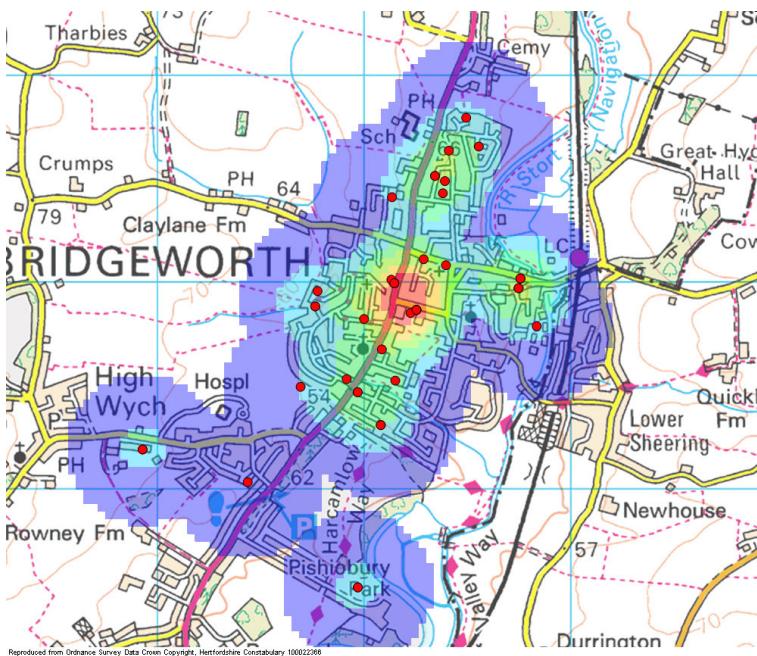


The total criminal damage offences reported between the above dates was 59 of these 22 were criminal damage to a vehicle (see table above). Of these criminal damage offences 10.56% were alcohol related.

Bell Street is the top location and sits within the hotspot on the above map. Bell Street reported 10 offences and of these 5 were criminal damage to a building other than a dwelling.

The map below highlights all violent crime reported between 2/05/09 and 31/08/10 in the proposed DPPO area.

RESTRICTED

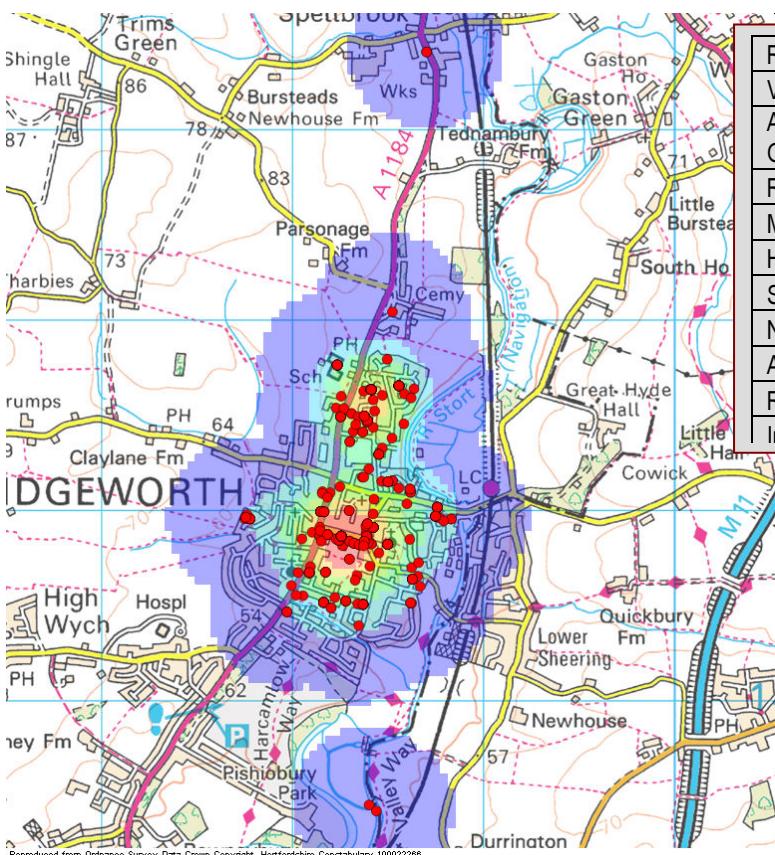


BELL STREET	6
LONDON ROAD	6
STATION ROAD	4
NURSERY FIELDS	3
BARNARD ROAD	2
BULLFIELDS	2
BUTTER SWEET RISE	2
HIGH WYCH ROAD	2
LONDON ROAD	2
PISHIOBURY PARK	2
THE FOREBURY	2

Actual Bodily Harm and other Injury	25
Assault Without Injury	17
Robbery Of Personal Property	2
Sexual Assault On A Female Aged 13 And Over	2

The total violent crime offences reported between the above dates was 46. (See table above). Of these violent crimes 27.42% were alcohol related. Bell Street and London Road are the top locations with both located within the hotspot area – see above map.

The map below highlights all ASB incidents reported between 2/05/09 and 2/05/10 in the proposed DPPO area.



Rowdy/Nuisance - Rowdy or Inconsiderate Behaviour	278
Vehicle Related Nuisance/Inappropriate Vehicle Use	37
Abandoned Vehicles (Not Stolen Or Causing Obstruction)	23
Rowdy/Nuisance - Nuisance Neighbours	23
Malicious/Nuisance Communications	15
Hoax Calls to Emergency Services	11
Street Drinking	9
Noise Nuisance	8
Animal Problems	7
Rowdy/Nuisance - Littering / Drugs Paraphernalia	4
Inappropriate Sale/Use/Possession of Fireworks	1

BELL STREET	70
BULLFIELDS	53
LONDON ROAD	40
KNIGHT STREET	33
THE MEWS	27
CAMBRIDGE ROAD	21
NURSERY FIELDS	21
SPRINGHALL ROAD	17
CHURCH STREET	15
STATION ROAD	14

The total ASB incidents reported between the above dates was 416 with rowdy and inconsiderate behaviour accounting for 66.83% (n=278) of incidents. It is not recorded whether these incidents are alcohol related although there are 9 linked to street drinking – see above table. Bell Street is the top location which is not located in the hotspot area on the map above.

Analysis of the Public Consultation Process in Regard to Ballot Returns for the Proposal of a DPPO Covering a Specified Area of Sawbridgeworth

Inspector Christopher Hunt, Bishop's Stortford Neighbourhood Team commissioned this analysis.

Data collection

A period of eight weeks, through to 31st August 2010 was set for completion and return of the ballot forms facilitating a public consultation for the DPPO. 2021 forms were circulated directly in hard copy, 1772 to residential properties and 249 to business. 200 ballot forms were returned, and a further 11 completed online via East Herts Council website.

The consultation area was researched and targeted at residents and businesses within the boundary of the proposed DPPO. To ensure the returns were representative of this, forms were posted directly to residential and business within the area, and 'drop boxes' for the completed returns installed within 4 premises in the town centre. The forms were also available for completion online. This analysis considers only those forms returned in the original format to reflect this local consultation. This ensured that data comparison was clear and unambiguous, with like for like comparisons.

Data Analysis

The analysis has been presented in a simple reduction to percentages where possible. The source data is held at Bishop's Stortford Police Station. The analysed data is held in electronic form on a spreadsheet. A summary of the analysis results in graphical form can be found in Annex 1. A tabular summary is in Annex 2.

A synopsis of comments falling within the subjective sections of the ballot forms is included within Annex 3.

Results

The primary response, 'Do you support the proposal' returned a clear and significant positive response of 96%, with 3% not supporting the proposal and 1% not responding. Of the 3% (7 respondents) not supporting the DPPO comments included they did not feel it necessary, that police should use existing powers to address the issues, drinking will continue to take place in the pubs, and that it is a minority who cause problems.

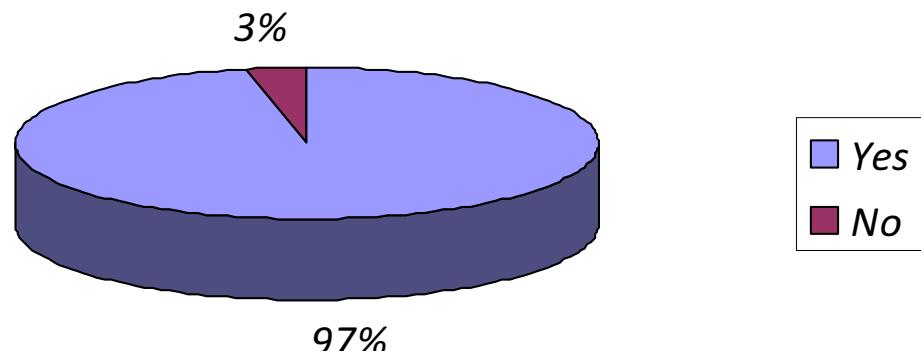
85% stated that over the last 12 months they witnessed alcohol related anti-social behaviour within Sawbridgeworth. This is arguably a significant quality of life issue for residents and businesses. 39% of respondents stated that they had witnessed ASB outside their homes, and a further 63% within their neighbourhood. Only 11% responded they had witnessed outside a business or licensed area, and just 1% stated that they had witnessed ASB outside or inside their own licensed area or business premises. This would suggest that that ASB is occurring on the streets and public areas of Sawbridgeworth, rather than within the supervised business or licensed areas. It should be noted that some respondents selected more than one location for where they had witnessed the ASB.

Respondents were asked to select from categories what type of ASB they had witnessed within the last twelve months, it should again be noted that several respondents selected more than one answer. 74% recorded noise as a problem, with 21% urination and 48% refuse. These have direct links to unsupervised alcohol consumption in the street rather than within licensed premises where toilet facilities are provided and noise and refuse is controlled.

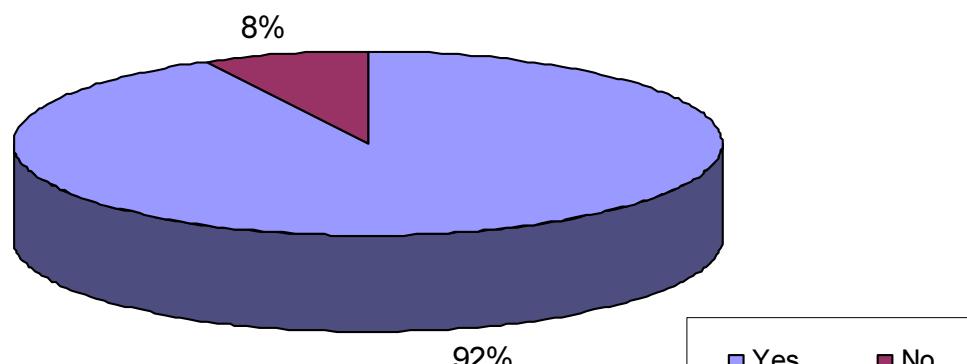
In regards to crimes, 38% of respondents selected vandalism as something they had witnessed, and a further 7% stating graffiti. This is significant to the policing of the town and there is an opportunity for intelligence to be gained from persons reporting these offences. Research confirms these offences are often alcohol related. The powers enabled by the DPPO would assist the police to take preventative action based information direct from the public. These offences are often committed some distance from off and on licensed premises where causal links are not established.

Annex One: Graphical Representation of Selected Data

Do you support the proposal for a DPPO?



Do you think alcohol is a problem in the area highlighted on the map?



Annex Two: Summary of Responses

Number of Ballots Questionnaires handed out (1772 Residential, 249 Business)	2021	
Number of Ballot Questionnaires returned	200	10%
Number of online responses	11	
Ballot Questions		
Have you seen any alcohol related anti-social behaviour in Sawbridgeworth in the last 12 months YES	180	85
Have you seen any alcohol related anti-social behaviour in Sawbridgeworth in the last 12 months NO	31	15
Where have you witnessed the ASB?:		
Outside your business premises/licensed area	23	11
Inside your business premises/licensed area	2	1
Outside your home	82	39
Within your neighbourhood	132	63
Another location	51	24
What type of ASB did you witness?		
Vandalism	80	38
Noise	157	74
Refuse	103	48
Graffiti	15	7
Urination	45	21
Harassment	18	9
Verbal Abuse	51	24
Other	21	10
Do you think drinking in the street is a problem in the area highlighted on the map YES	195	92
Do you think drinking in the street is a problem in the area highlighted on the map NO	16	8
Do you support the proposal for a Designated Place Order - YES	202	96
Do you support the proposal for a Designated Place Order - NO	7	3

Annex Three: Selected Comments Endorsed Upon the Returned Ballot Forms

- **The May bank holidays, with all day drinking and an influx of people from outside Sawbridgeworth results in the worst anti-social behaviour each year**
- **Glasses and beer bottles just thrown or left on pavements. Refuse thrown about. Areas where people have been sick.**
- **Living near to the River, we get lots of rubbish e.g. cans, plastic bottles, take away cartons. Males in particular urinating along the tow path, gangs congregating outside the train station.**
- **Although I don't think it goes far enough. Drinking in a public area should be a criminal offence.**
- **Noise and shouting early hours Fridays and Saturdays after licensed premises shut in the town.**
- **I think it should also include Sawbridgeworth Station and Station Road.**
- **Group of adults, drinking outside the post office in Bell Street physically and verbally abusing each other.**
- **Well Done! Needs action now!**
- **As an old age pensioner I am frightened to walk the streets of Sawbridgeworth at night so I have never come across any problems, only heard about them but I think DPPO is a great idea!**
- **After hours foul language most Friday, Saturday and B/Holiday evenings – invariably alcohol induced following lengthy drinking sessions.**
- **Many thanks for your efforts (Bell Mead Resident).**
- **But it needs to be enforced by regular patrols.**
- **Intimidating use of a public area next to Post Box. Three adults regularly sit and drink in that area – not a good example to our children and a blight on our community.**
- **But you need sufficient resources allocated to deal with the problem and the resources need to be deployed at the 'right time of the day'.**
- **Since I don't go out much at night I haven't witnessed any of the above, BUT I see the after effects of drinking in the streets and footpaths in the mornings, especially on a Sunday around the Bell Street area.**
- **Drunk man asleep in graveyard.**
- **Alcoholics who congregate there (Bell Street) at all times of the days, which is a poor reflection on Sawbridgeworth.**
- **Fighting in the street, no longer do we look forward to Bank Holidays or May Fair because it gets even worse, shocking in fact.**

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Agenda Item 7

EAST HERTS COUNCIL

ENVIRONMENT SCRUTINY COMMITTEE – 14 SEPTEMBER 2010 EXECUTIVE – 12 OCTOBER 2010

REPORT BY THE DIRECTOR OF CUSTOMER AND COMMUNITY SERVICES

EVALUATION AND AWARD OF PARKING ENFORCEMENT AND MANAGEMENT CONTRACT

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

<u>RECOMMENDATIONS FOR ENVIRONMENT SCRUTINY COMMITTEE</u>	
(A)	The Committee acknowledges the use of the BPA Model Contract in the tendering process;
(B)	The Committee accepts and recommends the use of a 50% price and 50% quality mix in the awarding of the contract;
(C)	The Committee accepts and recommends the proposed formula for the evaluation of tenders; and
(D)	The Executive be informed of any recommendations arising from these processes.
<u>RECOMMENDATION FOR DECISION BY EXECUTIVE: that</u>	
(A)	the comments of the Environment Scrutiny Committee be received; and
(B)	the tender evaluation and award criteria for the parking enforcement and management contract, as now detailed, be approved.

1.0 Background

1.1 The Council's current parking enforcement and management contract will expire on 16 January 2012. Work has begun on preparing new tender documents, to be issued in January 2011.

Contract award is due to take place around August 2011. Officers would welcome Member comment and agreement to the balance of the evaluation and award criteria for this new contract.

2.0 Report

2.1 During 2011 East Herts Council will award a new contract for the provision of parking enforcement and management services to commence on 17 January 2012. East Herts will continue in partnership with Stevenage Borough Council and Welwyn Hatfield Borough Council for the provision of on-street parking enforcement and a back office notice processing service for the duration of this new contract.

2.2 The contract will be for five years with provision for a maximum two year extension. Both partner councils have advised that they consider their primary engagement in the process to be through the Agency Agreement between each council and East Herts Council. Each is content for East Herts Council to act as the lead authority for the purpose of the re-tender itself.

2.3 The Council will use a new form of contract devised by the leading industry body, the British Parking Association and recommended by the Department for Transport. This contract is unconventional in that it does not incorporate an extensive schedule of defaults and liquidated damages relating to non-performance. This is replaced by a set of Key Performance Indicators aimed at incentivising and rewarding excellent performance through the contractor's delivery of the traffic management objectives of Civil Parking Enforcement. A hyperlink to a presentation on the BPA Model Contract is offered below.

2.4 An additional advantage of the BPA Model Contract is that it incentivises the service provider to seek out innovative ways of reducing costs, with savings being shared between contractor and Council.

2.5 The relative weighting of price and quality factors is a significant decision when awarding any contract. The parking contract is largely for the provision of labour in the form of Civil Enforcement Officers (CEOs), who are the public face of the service. CEOs do a difficult job in sometimes difficult and challenging conditions and the quality of customer service they and the council's 'back office' staff provide will be of prime concern to this authority and our partner authorities.

2.6 To ensure qualitative aspects are afforded due prominence whilst also acknowledging quantitative considerations, officers propose to award the new contract on a 50% price, 50% quality basis.

2.7 In respect of the evaluation of price, the formula to be used will be as proposed by the Council's Director of Internal Services:

i)	Lowest price	Maximum price points
ii)	Other prices	<u>Lowest price</u> Other tender price X Maximum price points

2.8 A similar formula will be applied in respect of quality:

i)	Highest score	Maximum quality score
ii)	Other scores	<u>Other tender score</u> X Maximum quality Score. Highest score.

2.9 There are two main elements to this contract – the provision of an enforcement service and the provision and management of an IT system to support the notice processing, permit and dispensation management functions. It is likely that bidders will sub-contract the IT element; however it is intended that there be a single point of contact for the management and delivery of all services specified in the contract.

2.10 Officers propose that each of the two elements is evaluated separately on the bases of cost and quality and that these scores are then combined to arrive at an overall score. Failure to exceed a minimum threshold on one element would disbar the tenderer irrespective of their score for the other element.

3.0 Implications/Consultations

3.1 East Herts Council has a duty to enforce on-street parking controls in its own area and Stevenage and Welwyn Hatfield by virtue of two Agency Agreements; the first between the three councils and Hertfordshire County Council and the second between the three district councils.

- 3.2 Effective enforcement contributes significantly to key traffic management objectives, including improving road safety and managing and reconciling competing needs for kerb space.
- 3.3 Effective enforcement of car parks ensures an appropriate turnover of vehicles in short stay car parks and by virtue of promoting compliance helps ensure that pay and display income is maintained.
- 3.4 Service enhancements that officers anticipate becoming available as a result of this retendering exercise and which might deliver cost savings to the authority, include;
 - i) ability for motorists to view the PCN record and images online as a form of “self diagnosis”;
 - ii) ability for motorists to renew their resident parking permit online;
 - iii) ability for motorists to submit an electronic appeal to the Traffic Penalty Tribunal;
 - iv) ability for the council to transmit appeal evidence electronically to the Traffic Penalty Tribunal;

Background Papers

- i) Presentation on the BPA Model Contract given by Parking Associates on 7 July 2010.
www.eastherts.gov.uk/bpamodelcontract
- ii) Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions Part 2 (Objectives of CPE)
http://www.dft.gov.uk/pgr/roads/tpm/tmaportal/tmafeatures/tm_apart6/betterprkstatutoryguid.pdf

Contact Member: Councillor M G Carver – Executive Member for Planning Policy and Transport.

Contact Officer: Andrew Pulham, Parking Manager, Extn: 2030.

Report Author: Andrew Pulham, Parking Manager, Extn: 2030.

ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives:	<p>Pride in East Herts <i>Improve standards of the neighbourhood and environmental management in our towns and villages.</i></p> <p>Caring about what's built and where <i>Care for and improve our natural and built environment.</i></p> <p>Shaping now, shaping the future <i>Safeguard and enhance our unique mix of rural and urban communities, ensuring sustainable, economic and social opportunities including the continuation of effective development control and other measures.</i></p>
Consultation:	N/A
Legal:	<p>The retendering of the contract will be undertaken in accordance with the EC Public Contracts Directive and the council's Contract Procurement Rules.</p> <p>On-street enforcement will be undertaken under the auspices of a continuing Agency Agreement between each district council and Hertfordshire County Council. Revised Agency Agreements will be entered into between East Herts Council and Stevenage and Welwyn Hatfield Borough Councils for the continuation of the partnership.</p>
Financial:	<p>Contract drafting and tendering costs, including those of a specialist consultant appointed to assist in the process, were agreed in the MTFP. Stevenage and Welwyn Hatfield Council will contribute to these costs on a pro-rata basis.</p>
Human Resource:	N/A
Risk Management:	N/A

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EAST HERTS COUNCIL

EXECUTIVE 12 OCTOBER 2010

REPORT BY THE LEADER OF THE COUNCIL

EXECUTIVE ARRANGEMENTS

WARD(S) AFFECTED: All

Purpose/Summary of Report

- The Local Government and Public Involvement in Health Act 2007 requires every Council operating a Leader and Executive model to change its executive arrangements in accordance with a statutory timetable.
- This report provides the results of public engagement exercise and requests Members to consider which models of the executive arrangements that are prescribed in the 2007 Act they wish to adopt.

RECOMMENDATION FOR EXTRAORDINARY COUNCIL

(8 December 2010): That Council:

(A)	notes the results of the consultation exercise in respect of the two models;
(B)	determine to either adopt preferred option of elected Leader and Executive or Directly Elected Mayor and Executive and implement the change 3 days after the next local elections (i.e. May 2011); and
(C)	determines, should the Council adopt a Leader and Executive model, whether that model allows for the removal Leader during his or her term.

1.0 Background

1.1 The Local Government Act 2000 required the Council to adopt executive arrangements in one of the following forms:

- Mayor and Executive
- Leader and Executive
- Mayor and Council Manager

1.2 The Council adopted the Leader and Executive model. Within the Leader and Executive model there was a degree of local choice ranging from a situation where the Council appointed the Leader and the Executive without any delegation to individuals to a case where the Council appointed the Leader who then appointed the Executive with the option for delegation to individuals.

1.3 The 2007 Act creates a new Leader and Executive model which is a different style from the old style of Leader and Executive model. Accordingly, even though the Council is currently operating the old style Leader and Executive model, it still has to go through the extended process set out in the Act even though the changes will be very limited.

2.0 Report

2.1 The 2007 Act changes the basis on which the Authority's Executive is appointed. It should be noted that it does not make amendments to any other elements of the constitutional governance framework introduced in the Local Government Act 2000 Act. The 2007 Act introduces two models of Executive, which the public will be consulted on for their views. These are:

- Directly elected Mayor and Executive.
- Elected Leader and Executive.

2.2 The new Leader and Executive Model is similar to the old model but it differs in three ways which cannot be achieved under the old legislation.

2.3 In the new model as in an old-style Leader and Executive model, the Council elects the Leader and the Leader is then responsible for –

- determining the size of the Executive
- appointing the members of the Executive
- allocating portfolios or areas of responsibility to the various Executive Members
- allocating decision-making powers to the Executive and to individual Executive Members, and
- removing and replacing Executive Members.

2.4 In the new model, the Leader must be elected for a 4-year term of office. This was possible under the old model, but it was normal for the Leader to be elected for a 1-year term of office.

2.5 However, the three key differences which are required in the new Leader and Executive model but cannot be achieved under the old model are as follows:

- The Leader's term of office is extended beyond the 4th day after the local elections to run up to the day of the first annual meeting after the Leader's normal day of retirement as a Councillor,
- During his or her term of office, the Leader will automatically cease to be Leader upon death or disqualification, but may only be removed from office by a resolution of Council. Currently, the Council's Constitution may specify other means of removing a Leader such as notification that he/she has ceased to be the Leader of the relevant political group, but now the Council has a discretion to provide that the Leader may be removed by resolution of the authority (though it is hard to conceive how an authority would not make such provision). The Leader may not be removed from office except by such resolution (or as may be provided by regulations, but no such regulations have yet been made), and

- There is a requirement for the Leader to nominate a Deputy Leader, and provision that the Deputy Leader, or in his or her absence the remaining Executive Members, may act if the Leader is unable to act or the post of Leader is vacant. Whilst an old-style Leader may appoint a Deputy, currently the only powers which can be exercised by a Deputy Leader are the “portfolio responsibilities” of the Leader, as opposed to the statutory functions which are conferred by statute solely on the Leader, such as appointing or removing other Executive Members or objecting to senior officer appointments and dismissals.

2.6 In the alternative model an elected Mayor would have all the powers described in the previous paragraph. The main differences between a strong Leader and an elected Mayor are that:

- The Mayor would be directly elected in a District wide election and would not have his/her own ward
- Under the Leader and Executive model, the Executive recommends the budget and key strategies (such as the corporate plan) to the Council and the Council approves or amends them; under the Mayor and Executive model, the executive submits the budget and key strategies to the Council but the Council can only amend or overturn them by a two-thirds majority.

3.0 Responses to Public Consultation

3.1 A public consultation exercise was carried out which included notice in the MIB, news item on the Council’s website, Facebook and Twitter updates and an RSS feed.

There was a Link magazine article and a further news item on the website followed by an e-bulletin article and a news item on the website together with a press release.

A consultation exercise was carried out using Zoomerang. The survey was launched on July 1 2010. It was originally

scheduled to close at the end of August. However after a request from a resident's association representative it was agreed to extend it until September 17 2010.

There have been 46 responses in total. This represents 0.33% of the population.

Option 1 - a 'new style' Leader and Cabinet of Councillors: 18 responses (39%)

Option 2 - a directly elected Mayor and Cabinet of Councillors: 22 responses (48%)

No Preference: 3 responses (6.5%)

Don't know: 3 (6.5%).

The free text comments are contained in **Essential Reference Paper "B"**.

4.0 Implementation

4.1 A local referendum is only required if the Council were proposing to move to or from a Mayor model.

4.2 Assuming there is no petition, the new structure then comes into effect 3 days after the next local elections. The Council would elect a new-style Leader at the Annual Meeting in May 2011 for a 4-year term.

5.0 What changes will be required to the Constitution?

5.1 Introduction and Summary

5.1.1 Minor changes to describe the new structure

5.2 Article 12 – The Executive

5.2.1 This Article sets out the role and powers of the Leader, who determines the size of the Executive, who appoints and dismisses members of the Executive and who can delegate functions to individual Executive Members. This Article will now have to include provision for the Deputy Leader. To ensure accountability the Article should provide that such decisions should be effective only upon notification in writing to the Proper Officer

5.3 Part 3 – Responsibility for Functions

5.3.1 The Scheme will now make it clear that it is the Leader who allocates Executive Portfolios and determines the powers of individual Executive Members, and approves the scheme of delegation of executive powers to officers.

5.4 Part 4 – Procedure Rules

5.4.1 Council Procedure Rules should be amended to provide for the Leader to report to Council on appointment and changes to the Executive. The standard procedure for Annual Council should now omit election of Leader (except in the year in which the current Leader's term of office expires) and the election of other Executive Members

6.0 Implications/Consultations

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

Background Papers:

The Local Government and Public Involvement in Health Act 2007 Consultation results.

Contact Member: Councillor A P Jackson, Leader of the Council

Contact Officer/
Report Author: Simon Drinkwater, Director of Neighbourhood Services, ext 1405

ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives:	<p>Fit for purpose, services fit for you <i>Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.</i></p> <p>Leading the way, working together <i>Deliver responsible community leadership that engages with our partners and the public.</i></p>
Consultation:	Corporate Management Team
Legal:	
Financial:	N/A
Human Resource:	No comments.
Risk Management:	Section 72 provides that if an authority fails to implement these provisions, the Secretary of State can intervene in the period before May 2011 and by order prescribe the application of the Leader and Cabinet Executive (England) model as from May 2011.

ESSENTIAL REFERENCE PAPER 'B'

1	Enhanced committee system needed as current system i.e. Leader/cabinet and directly elected mayor are both essentially undemocratic
2	We currently elect district councillors but don't have any direct say over who will be leading East Herts. Moving to a directly elected mayor provides this missing link between local people and district governance.
3	The way this is worded appears biased towards Option 1.
4	The old system isn't working so lets try something else
5	You should not run surveys like this in the summer.
6	The current paid chief executive should be removed as not necessary under either option 1 or 2
7	Would prefer to see the more transparent committee system previously operated
8	I look forward to the return of the more efficient and more democratic "Committee" system in due course
9	What about a return to the committee system as an option?
10	This is the agreed position of the Executive Committee of Buntingford Civic Society. Members are encouraged to make their own choice and inform EHC.
11	A committee system should be used.
12	If the option were available we would prefer reversion to governance by committees to either of the above.
13	I understand that the new Government is likely to give Councils the option of reverting to a committee style of

	government. Why not include this option in the consultation? If you need to decide between option 1 and 2 above, you could add this as an extra question in case the new Government does not enact the required legislation in time.
14	As the current government could change the governance requirements again in the near future then in my view the best option at present would be to maintain the status quo, and stick with the Leader/Cabinet arrangement. Personally I don't like this system, and I think that to revert to a streamlined committee system would give much greater democracy to the decision making process. However, after observing councillors in action over many years, I am also of the opinion that there are too many councillors and the same decisions would be arrived at with fewer members and lesser expense.
15	Option 2 gives far too much power to one individual. British democracy is built on the principle of cabinet government and local government should continue to reflect this.
16	The previous model was not sufficiently transparent decision were taken without any reference to the Councillor
17	But would really prefer Committee system
18	I would prefer a committee structure to the options provided, enabling all councillors to play a full part in the decision-making process, thus giving residents much more equal representation via the councillors they elect. I hope that East Herts Council will give full consideration to reinstating committees if the Government go ahead with their plans to make this an option for councils such as East Herts.

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Agenda Item 9

EAST HERTS COUNCIL

EXECUTIVE - 12 OCTOBER 2010

REVENUES AND BENEFITS AT STEVENAGE BOROUGH COUNCIL AND EAST HERTS COUNCIL

JOINT REPORT BY EXECUTIVE MEMBER FOR RESOURCES AND INTERNAL SUPPORT AND EXECUTIVE MEMBER FOR HOUSING AND HEALTH

WARD(S) AFFECTED: None

Purpose/Summary of Report

- To advise Executive of the various options that have been considered against the objectives of the Interim Joint management team report approved by Executive on 13 July 2010, in respect to shared services for Revenues and Benefits at Stevenage Borough Council (SBC) and East Hertfordshire Council (EHC).

<u>RECOMMENDATION FOR DECISION BY EXECUTIVE:</u>	
	That the option to create a shared service with Stevenage under a joint governance model be approved.

1.0 Background

- 1.1 It was reported to Executive on 13 July 2010 that once in place, the Interim Joint Management team would identify options for, and recommend the preferred proposal for, a single service provision for Revenues and Benefits to both Councils.
- 1.2 It is intended to bring a report on implementation of the preferred proposal to the Executive in January 2011.

2.0 Report

2.1 The interim joint management team were charged with;

- Working together to identify options for, and recommend a preferred proposal, for a single service provision for Revenues and Benefits to both Councils.
- Taking opportunities to realise short term efficiencies for both Councils. The model needs to maximise efficiencies and be capable of growth by allowing other councils to join the arrangement.

2.2 This report sets out the options that have been considered and the reasons why the shared service option is recommended as the option to be worked up in detail.

2.3 Details of the evaluation are included at **Essential Reference Paper 'B'**.

2.4 The following options have been considered:

1. Revert to separate structures with sharing of good practice
2. Continue with a joint management team, but do no further investigations
3. Outsource the service in whole or in part
4. Create a shared service with Stevenage under a joint governance arrangement
5. Set up a separate company for the administration of Revenues and Benefits for both Councils

2.5 The evaluation confirms that option 1 & 2 are not options to pursue as they provide only limited scope for efficiency gains.

2.6 Option 3 would require a competitive process delaying progress; with two distinct services the attractiveness to the market is considered less than a fully integrated service having a single point of reference; the costs of going to market as a single entity are potentially less than those of two separate services; and to take up this option now risks losing some of the benefit from integration to the market. It does not provide a sufficiently attractive platform for shared service with Stevenage at this stage but may do so in the future.

- 2.7 Options 4 & 5 have some similarities and both comply with the objectives in the July report. However option 5 would add complexity and costs without a commensurate saving.
- 2.8 It is therefore recommended that option 4 be developed in detail and a further report be presented dealing in particular with issues of governance and hosting.

3.0 Implications/Consultations

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

Background Papers

Partnership Protocol – Corporate Business Scrutiny Committee August 2009
Executive report - 13 July 2010

Contact Members: Councillor M J Tindale, Executive Member for Resources and Internal Support

Councillor R L Parker, Executive Member for Housing and Health.

Contact Officer: Alan Madin, Director of Internal services, Extn: 1401.

Report Author: Alan Madin, Director of Internal services, Extn: 1401.

ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives	<p>Fit for purpose, services fit for you <i>Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.</i></p>
Consultation:	
Legal:	<ul style="list-style-type: none"> • Following advice from counsel on 17 May 2010, it has been established that there are no legal barriers to forming an IJMT. Neither are there any impediments arising from the creation of an IJMT on the forming of any future partnership arrangement. • Further legal advice will be required when a proposal is accepted
Financial:	<ul style="list-style-type: none"> • For the lifespan of the IJMT, issues relating to the sharing of savings and costs that may arise, will be addressed by agreement between the respective Councils' appropriate directors ('section 151' officers). • Agreement will be reached in respect of savings and costs arising from the agreed proposal
Staffing Implications	<ul style="list-style-type: none"> • Staffing implications will be considered in relation to the proposed option
Human Resource:	<ul style="list-style-type: none"> • Human Resources implications will be considered in relation to the proposed option
Risk Management:	<ul style="list-style-type: none"> • Risks associated with the implementation of an IJMT for Revenues and Benefits were provided in the July report. None are perceived to have a significant impact on the Council. • Operational risks should continue to be managed through the existing operational risk management arrangements. • The imperative for both Councils is the maintenance of service performance and resources will be applied

	accordingly.
Equality	<ul style="list-style-type: none"> • An equalities and diversity impact assessment has been conducted on the proposal to create an IJMT. No impact has been identified. Subsequently no action plan or mitigation strategy is required.
Service Delivery Implications	<ul style="list-style-type: none"> • The scope of responsibilities encompassed by the IJMT includes the administration of Housing and Council Tax Benefits, including anti-fraud at EHC only, together with all aspects of administering Local Taxation (Council Tax and Business Rates). • The scope of any proposal will include all the above plus anti-fraud at Stevenage Borough Council.
Other corporate implications	<ul style="list-style-type: none"> • For the purposes of an IJMT, life and personal accident insurance for employees from both Councils are unaffected. Public liability should be satisfactory • EHC and SBC need to declare the IJMT to their insurance companies. Professional indemnity insurance may be required to cover claims concerning pure financial loss resulting from negligent advice from the other Authority. Such cover will require a written agreement to exist between the two Councils. • Employers liability risks require are subject to agreement with respective insurers. • Further insurance issues will be addressed when an agreed proposal is identified.

ESSENTIAL REFERENCE PAPER 'B'

	Revert to separate structures	Continue with joint management team only	Outsource in whole or part	Shared service	Limited company
Financial	Limited capacity to continue to generate savings which would be available through economies of scale. Would also lose income stream from joint management team	Limited capacity to continue to generate savings which would be available through economies of scale.	Stevenage Council do not wish to explore this option at the current time but without prejudice to reviewing outsourcing in the future if a strategic imperative made this a viable option. Therefore East Herts would need to pursue this alone. Clearly this is not a single service provision for both Councils	This gives both Councils the opportunity to share any savings and to build a potential income generator for the future by delivering a trading arm to offer services to other Councils	Organisation would become liable for Corporation Tax – an additional burden. Potential costs rising around separate structures.
Timescales	Savings and efficiencies limited by capacity	Savings and efficiencies limited by capacity	This would be at least 2 years. It would require ending the interim joint management team and further savings would be targeted based on the roll out of the	Savings are already accruing through the interim joint management team and further savings would be targeted based on the roll out of the	Unclear, but would be an additional process above and beyond that for a shared service.

	Revert to separate structures	Continue with joint management team only	Outsource in whole or part	Shared service	Limited company
			full contract and tender process. Again this is not a single service provision for both Councils	implementation plan.	
Governance	No change	No change	Potential loss of control of front line service provision which impacts on every household in the district. Again this is not a single service provision for both Councils	Retains control in partnership with Stevenage.	Potential loss of control of front line service provision which impacts on every household in the district
Strategic fit	Would not reflect ongoing need to work more efficiently and generate savings	Would not reflect ongoing need to work more efficiently and generate savings	Does not fit with Stevenage's current agenda. East Herts would have to proceed alone and lose the opportunities to make savings through economies	Complies with both Councils agenda to deliver efficiencies and savings.	Complies with both Councils agenda to deliver efficiencies and savings, but would have additional set up costs.

	Revert to separate structures	Continue with joint management team only	Outsource in whole or part	Shared service	Limited company
			of scale.		
Future Savings	Would not provide structure to grow through allowing other Councils to join.	Would not provide structure to grow through allowing other Councils to join.	<p>Any future growth and savings would be lost to the outsourced provider.</p> <p>Again this is not a single service provision for both Councils</p>	Would be able to attract future growth and savings by trading with, or expanding to include new partners.	Would be able to attract future growth and savings by trading with, or expanding to include new partners.

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Agenda Item 10

EAST HERTS COUNCIL

EXECUTIVE – 12 OCTOBER 2010

MONTHLY CORPORATE HEALTHCHECK – AUGUST 2010

REPORT BY THE LEADER OF THE COUNCIL

WARD (S) AFFECTED: All

Purpose/Summary of Report:

- To set out an exception report on the finance and performance monitoring for East Herts Council for August 2010.

RECOMMENDATIONS FOR DECISION BY EXECUTIVE: that:	
(A)	the budgetary variances set out in paragraph 2.1 of the report submitted, be noted;
(B)	the reporting of the data for the new local crime indicators (paragraph 2.6) from the September Corporate Healthcheck report, be noted; and
(C)	the capital bid for a supplementary estimate of £65k relating to works at the Southern Country Park (paragraph 2.30), be approved.

1.0 Background

- 1.1 This is the monthly finance and performance monitoring report for the Council.
- 1.2 Each month the report will contain a breakdown of the following information by each corporate priority where remedial action is needed:
 - Salary, Capital and Revenue variance.
 - Performance information (based on the performance indicator suite

that is reported on a monthly basis) and also the Council's position in respect to payment of invoices and sickness absence.

1.3 **Essential Reference Paper 'B'** shows the full set of performance indicators that are reported on a monthly and quarterly basis.
Essential Reference Paper 'C' shows detailed information on salaries.
Essential Reference Paper 'D' shows detailed information capital.
Essential Reference Paper 'E1 and E2' shows explanations of variances on the Revenue Budget reported in previous months.
Essential Reference Paper 'F' shows the capital project initiation document.
Essential Reference Paper 'G' shows a summary of Executive actions made within the financial year.

The codes used in relation to performance indicator monitoring are as follows:

Status		Short Term Trends	
	This PI is 6% or more off target.	 	The value of this PI has changed in the short term.
	This PI is 1-5% off target.		The value of this PI has not changed in the short term.
	This PI is on target.		

2.0 Report – Directorate Position

REVENUE FINANCIAL SUMMARY

2.1 The financial aspects of this report are based on budgetary information from April 2010 to August 2010.

2.2 The table below summarises the known position as at the end of August.

	Position as at 31.08.10				Projected Position year end	
	Favour- able £000	Adverse £000	Favour- able Variance since last month £000	Adverse Variance since last month £000	Favour- able £000	Adverse £000
(1) Promoting prosperity & well being; providing access & opportunities						
Concessionary Fares	0	0	0	0	47	0
Meals on Wheels	0	0	0	0	0	67
LAA grant	0	0	0	0	0	33
Hertford Theatre	28	0	11	0	0	35
H Benefits Overpayments	65	0	13	0	50	0
H Benefits Admin Subsidy	0	10	0	2	0	24
Partnership Contribution	0	0	0	0	25	0
Area Based Grant	13	0	3	0	30	0
Thele House Maintenance	0	14	0	0	0	15

	Position as at 31.08.10				Projected Position year end	
	Favour- able £000	Adverse £000	Favour- able Variance since last month £000	Adverse Variance since last month £000	Favour- able £000	Adverse £000
(2) Fit for purpose						
Turnover/Managing vacancies	60	0	47	0	0	7
Investment Income	0	375	0	55	0	810
Place Survey	0	0	0	0	14	0
(3) Pride in East Herts						
Car Parks Pay and Display (Sunday/Bank Holiday)	0	16	0	3	0	38
Car Parks Pay and Display	0	76	0	19	0	150
Penalty Charge Notices	0	15	9	0	0	10
Car Parks – Advertising	0	2	0	1	0	4
Car Washing-Gascoyne Way	0	4	0	1	0	5
Causeway Car Park Rent	0	0	0	0	0	222
B/S car park season tickets	14	0	0	1	12	0

	Position as at 31.08.10				Projected Position year end	
	Favour- able £000	Adverse £000	Favour- able Variance since last month £000	Adverse Variance since last month £000	Favour- able £000	Adverse £000
(4)Caring about what's built and where						
Public Conveniences	0	30	0	6	0	68
Recycling Service	0	0	0	0	550	0
Wheeled Bin Delivery Charge	0	21	0	5	0	50
Recycling Publicity	46	0	9	0	22	0
Green Waste collection	42	0	18	0	80	0
Kerbside dry recycling collection	0	18	0	6	40	0
Plastic banks	8	0	0	0	15	0
Kerbside dry recycling income	0	133	0	50	80	0
Recycling contributions	0	0	0	0	3	0
Depot Material Handling	15	0	1	0	35	0
Refuse & Recycling contract	15	0	3	0	37	0
Refuse Collection Contract	40	0	8	0	50	0

	Position as at 31.08.10				Projected Position year end	
	Favour- able £000	Adverse £000	Favour- able Variance since last month £000	Adverse Variance since last month £000	Favour- able £000	Adverse £000
(5) Shaping now, shaping the future						
Housing and Planning	0	0	0	0	0	134
Delivery Grant	0	0	0	0	0	50
LABGI	9	0	1	0	0	18
Appeals Costs	0	0	0	0	0	50
Enforcement action						
(6) Leading the way, working Together						
Members Allowances	16	0	4	0	44	0
TOTAL:	371	714	127	149	1,134	1,790
Net Projected Variance						656

	Position as at 31.08.10				Projected Position year end	
	Favour- able £000	Adverse £000	Favour- able Variance since last month £000	Adverse Variance since last month £000	Favour- able £000	Adverse £000
Supported by supplementary estimates						
• Investment Income					407	
• Housing and Planning Delivery grant					134	
• LABGI					50	
• Thele House Maintenance					15	
Total Supplementary Estimates					606	

- 2.3 Subject to all other budgets being equal, this would result in an over spend of £656k.
- 2.4 Executive on the 7 September determined that the loss of funding from the Housing and Planning Delivery grant of £166k would be offset by taking from the general reserve the additional sum received in respect of this grant in 2009/10 of £134k. The Executive further requested CMT to meet the residual short fall of £32k by increasing the target for Management Action Savings by £32k to £55k. **Essential Reference Paper 'C'** shows a projected underspend of £48k on payroll budgets leaving £7k still to be found to meet the target of £55k.

FINANCIAL ANALYSIS AND PERFORMANCE ANALYSIS

Promoting Prosperity and well-being, providing access and opportunities

Financial analysis

- 2.5 Executive on the 7 September approved a supplementary estimate of £15k to cover maintenance costs at Thele House until the property is sold.

Performance analysis

- 2.6 The new local crime performance indicators listed below were approved by Executive on 7 September 2010. The performance indicators are in the process of being uploaded on to Covalent. The first set of data will be available in the September Corporate Healthcheck report:
 - EHPI 129 - Response time to anti social behaviour complaints made to East Herts Council.
 - EHPI 130 - Number of council endorsed community safety projects that receive positive publicity.
- 2.7 **NI 15 – Serious violent crime rate.** East Herts featured in the highest quartile for serious violence excluding Grievous Bodily Harm (GBH) with 0.059 crimes per 1000 residents (1 May - 31 July 2010).
- 2.8 **NI 16 - Serious acquisitive crime rate.** When compared to the other 9 districts in Hertfordshire East Herts was the second lowest for acquisitive crimes. When compared to other similar partnerships East

Herts featured above the average (bad – the average is 2.100) with 2.446 crimes per 1000 residents (1 May - 31 July 2010)

2.9 **NI 20 – Assault with injury crime rate.** East Herts featured below the average for assault with less serious injury with 0.715 crimes per 1000 residents (1 May - 30 June 2010). When compared to the other 9 districts in the county, East Herts was second lowest.

Please refer to [Essential Reference Paper ‘B’](#) for full details.

Fit for purpose

Financial analysis

2.10 There are no new financial issues this month regarding this priority.

Performance analysis

2.11 **EHPI 6.8 - Turnaround of pre NTO PCN challenges and EHPI 7.0 - % pre NTO PCN challenges responded to within 10 days.** Performances for both indicators were ‘Red’ for August 2010. The combination of the higher number of PCNs and lower staffing levels has reduced performance.

2.12 **NI 181 - Time taken to process Housing Benefit/Council Tax Benefit new claims and change events.** Performance was ‘Amber’ for August 2010 and hence was slightly off target. However performance has improved from the previous month achieving 10.2 days compared with 13.0 days. The cumulative position is currently 13.1 days.

2.13 **EHPI 8 – % of invoices paid on time.** Performance was ‘Amber’ for August 2010. The management has taken corrective measures to ensure invoices are paid on time.

2.14 The following indicator was ‘Green’, meaning that the target was either met or exceeded for August 2010:

- EHPI 12c - Total number of sickness absence days per FTE staff in post.

Please refer to [Essential Reference Paper ‘B’](#) for full details.

Pride in East Herts

Financial analysis

2.15 There are no new financial issues this month regarding this priority.

Performance analysis

2.16 **NI 191 - Residual household waste per household (performance data reported one month in arrears – data is cumulative).** The amount of waste requiring disposal continued to be lower and better than the service's expectations, with alternate collections not only encouraging increased recycling and composting but also reducing the amount of waste generated in total.

2.17 **NI 192 - Percentage of household waste sent for reuse, recycling and composting (performance data reported one month in arrears).** Performance continued to exceed the service's expectations, although there has been a slight dip for July due to a hot, dry period during which the need for residents to mow their lawns was reduced.

Caring about what's built and where

Financial analysis

2.18 There are no new financial issues this month regarding this priority.

Performance analysis

2.19 **EHPI 2.10(3) - Building sites: 3 months re-inspections.** Performance was 'Red' for August 2010 as a result of a high level of workload (up 20%+ on last year) and reduced staffing levels. This has resulted in a backlog of applications and a temporary suspension of routine 'back-checking' of site inspections.

2.20 **EHPI 204 – Planning appeals allowed.** Performance was 'Red' for August 2010. The target was not met as four out of a total of nine appeals were allowed. Of the four allowed, two were delegated decisions and two were committee decisions. The allowed decisions included two householder applications, a legal agreement occupancy restriction and a leisure based proposal. Dismissed appeals included the change of use of a shop unit, the creation of a residential annex and advertisement appeals.

2.21 **EHPI 2.2(45) – Number of collections missed per 100,000 collections of household waste.** Performance was ‘Amber’ for August 2010. Monthly performance has stabilised at just above target. Better performance earlier in the year means year to date performance is still better than target but remedial work will continue to improve performance.

2.22 The following indicators were ‘Green’, meaning that targets were either being met or exceeded for August 2010. They are:

- NI 157a – Processing of planning applications: Major applications.
- NI 157b - Processing of planning applications: ‘Minor’ applications.
- NI 157c - Processing of planning applications: Other applications.
- EHPI 2.1b - Enforcement actions: planning b) formal actions.
- EHPI 2.1c - Enforcement actions: planning c) prosecutions.

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

Shaping now, shaping the future

Financial analysis

2.23 Income from Development Control applications is ahead of the August target by £63k. It is too early to predict the outturn for the year.

Leading the way, working together

Financial analysis

2.24 There are no new financial issues this month regarding this priority.

Performance analysis

2.25 There are no performance indicators monitored on a monthly basis for this priority.

CAPITAL FINANCIAL SUMMARY

2.26 The table below sets out expenditure to 31 August 2010 against the Capital Programme. Members are invited to consider the overall position.

SUMMARY	2010/11	2010/11	2010/11	2010/11	Variance
	Original Estimate	Revised Estimate	Actual/commit to date	Projected spend	Col 4 - Col 2
	£	£		£	£
Promoting Prosperity	3,969,400	4,423,100	532,247	4,229,530	(193,570)
Fit for Purpose	1,799,400	2,202,900	271,307	1,664,360	(538,540)
Pride in East Herts	998,000	1,147,700	532,617	1,144,780	(2,920)
Caring about what's built	284,400	333,900	79,346	313,730	(20,170)
Shaping now	124,300	188,600	7,562	188,600	0
Leading the Way	0	0	0	0	0
Re-profiling potential slippage	(750,000)	(750,000)	0	(750,000)	0
TOTAL	<u>6,425,500</u>	<u>7,546,200</u>	<u>1,423,079</u>	<u>6,791,000</u>	<u>(755,200)</u>

2.27 **Essential Reference Paper 'D'** contains details of the 2010/11 Capital Programme which reflects any decisions made by Executive on 7 September 2010. Comments are provided by Project Control Officers in respect of individual schemes.

2.28 Under Pathfinder a number of proposals have been presented to Hertfordshire Leaders and Chief Executives by the Herts Human Resources Group regarding a HR shared services model. The HR/Payroll system is included in that scope. Therefore, the project has been deferred until 2011/12.

2.29 Work on Wallfields is due to commence in November 2010. The budget has been re-profiled as follows: 60% (£733,500) in 2010/11 and 40% (£489,000) in 2011/12.

2.30 The Head of Environmental Services is submitting a bid for a new capital scheme. Please refer to **Essential Reference Paper 'F'** which contains the PID. The project is for the improvement of works at the Southern Country Park. The Council will spend £10k from the existing Play and Open Spaces development and maintenance budget but would require a supplementary estimate of £65k which would be met from successful bids for external funding.

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:

April 2010 Corporate Healthcheck, Essential Reference Paper C – For complete list of Executive performance indicators that are being monitored for 2010/11

Contact Officer:

In terms of performance issues

Ceri Pettit, Head of Strategic Direction (Shared) and Performance Manager – ext 2240

Lorna Georgiou, Performance and improvement Coordinator – ext 2244

Karl Chui, Performance Officer – ext 2243

In terms of financial issues

Mick O'Connor, Principal Accountant – ext 2054

ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives:	<p>Promoting prosperity and well-being; providing access and opportunities <i>Enhance the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.</i></p> <p>Fit for purpose, services fit for you <i>Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.</i></p> <p>Pride in East Herts <i>Improve standards of the neighbourhood and environmental management in our towns and villages.</i></p> <p>Caring about what's built and where <i>Care for and improve our natural and built environment.</i></p> <p>Shaping now, shaping the future <i>Safeguard and enhance our unique mix of rural and urban communities, ensuring sustainable, economic and social opportunities including the continuation of effective development control and other measures.</i></p> <p>Leading the way, working together <i>Deliver responsible community leadership that engages with our partners and the public.</i></p>
Consultation:	Performance monitoring discussions have taken place between, Chief Executive, Directors and Heads of Service.
Legal:	There are no legal implications.
Financial:	There are no financial implications.
Human Resource:	There are no Human Resource implications.
Risk Management:	There are no Risk implications.

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August Executive Corporate Healthcheck 2010/11

Traffic Light Red

Description Caring about what's built (and) where

Planning and Building Control							Action taken during last Executive meeting on 7 th September 2010						
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes							
EHPI204	Planning appeals allowed		44.0%	34.0%	▲	Target not met as four out of a total nine appeals allowed. Of the four allowed, two were delegated decisions and two committee decisions. Allowed decisions included two householder applications, a legal agreement occupancy restriction and a leisure based proposal. Dismissed appeals included the change of use of a shop unit, the creation of a residential annex and advertisement appeals.	<p>August 2010 result</p> <p>A performance gauge showing the current value of 44.0% against a target of 34.3%. The gauge has a red needle pointing to 44.0% and a green section representing 34.3% of the scale. The scale ranges from 0.0% to 100.0%.</p> <table border="1"> <thead> <tr> <th>Value</th> </tr> </thead> <tbody> <tr> <td>36.0%</td> </tr> <tr> <td>34.3%</td> </tr> <tr> <td>.0%</td> </tr> <tr> <td>44.0%</td> </tr> <tr> <td>100.0%</td> </tr> </tbody> </table> <p>None</p>	Value	36.0%	34.3%	.0%	44.0%	100.0%
Value													
36.0%													
34.3%													
.0%													
44.0%													
100.0%													

Planning and Building Control								Action taken during last Executive meeting on 7 th September 2010
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	
EHPI2.10 (3)	Building sites: 3 months re-inspections		73%	90%		Building Control is currently not meeting performance targets as a result of a high level of workload and reduced staffing levels. The service is experiencing a high influx of applications (up 20%+ on last year) and this combined with particularly low staff resource has resulted in a backlog of applications and a temporary suspension of routine 'back-checking' of site inspections.	<p>August 2010 result</p>	None

Traffic Light Red**Description** Fit for purpose, services fit for you

Parking Services								Action taken during last Executive meeting on 7 th September 2010
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	
EHPI7.0	Percentage of pre NTO challenges responded to within 10 working days.		19.00%	75.00%		The combination of the higher number of PCNs and lower staffing levels have reduced performance.	<p>August 2010 result</p>	None

Parking Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 7 th September 2010
EHPI6.8	Turnaround of Pre NTO PCN challenges (10 working days)		24 days	14 days		The combination of the higher number of PCNs and lower staffing levels have reduced performance.	<p>August 2010 result</p> <p>15 days 14 days 0 days 24 days 50 days</p>	None

Traffic Light Amber

Description Caring about what's built (and) where

Environment Services								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 7 th September 2010
EHPI2.2 (45)	Waste: missed collections per 100,000 collections of household waste		51.3	50		Monthly performance has stabilised at just above target. Better performance earlier in the year means year to date performance is still better than target but remedial work will continue to improve performance.	<p>August 2010 result</p> <p>53 50.5 0 51.3 300</p>	None

Traffic Light Amber**Description** Fit for purpose, services fit for you**Financial Support Services**

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 7 th September 2010
EHPI8	% of invoices paid on time		97.33%	98.50%		Performance for August is similar to previous months but below target of 98.50%.	<p>August 2010 result</p>	None

Revenues and Benefits Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 7 th September 2010
NI 181	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events		10.2 days	10.0 days		Latest position is for the period 9 August 2010 to 14 September 2010 = 10.19 days, cumulative position at 14 September 2010 = 13.12 days.	<p>August 2010 result</p>	None

Traffic Light Green**Description** Caring about what's built (and) where**Planning and Building control**

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 7 th September 2010
EHPI2.1b	Enforcement actions: planning b) formal actions		1	3		Performance on target	<p>August 2010 result</p>  <p>3.18</p> <p>3.03</p> <p>0</p> <p>1</p> <p>50</p>	None

Planning and Building control

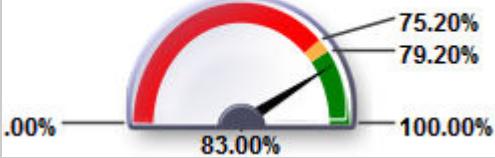
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 7 th September 2010
EHPI2.1c	Enforcement actions: planning c) prosecutions		1	1		Performance on target	<p>August 2010 result</p>  <p>1.06</p> <p>1.01</p> <p>0</p> <p>1</p> <p>6</p>	None

Traffic Light Green**Description** Fit for purpose, services fit for you**People Services & Organisational Development**

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 7 th September 2010
EHPI12c	Total number of sickness absence days per FTE staff in post		0.37 days	0.70 days		Total absence for the financial year so far 2.14 days (target 3.54)	<p>August 2010 result</p>  <p>0.74 days 0.71 days 0.00 days 0.37 days 20.00 days</p>	None

Traffic Light Green**Description** Shaping now, shaping the future**Planning and Building Control**

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 7 th September 2010
NI 157a (BV109a)	Processing of planning applications: Major applications		100.00%	69.00%		Target Achieved. 2 applications out of 2 were determined on time.	<p>August 2010 result</p>  <p>.00% 64.86% 68.31% 100.00%</p>	None

Planning and Building Control								Action taken during last Executive meeting on 7 th September 2010
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	
NI 157b (BV109b)	Processing of planning applications: Minor applications		83.00%	80.00%		Target Achieved. 33 applications out of 40 were determined on time.	<p>August 2010 result</p> 	None

Planning and Building Control								Action taken during last Executive meeting on 7 th September 2010
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	
NI 157c (BV109c)	Processing of planning applications: Other applications		94.00%	92.00%		Target Achieved. 109 applications out of 116 were determined on time.	<p>August 2010 result</p> 	None

Traffic Light Data Only
Description Pride in East Herts

Environment Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 7 th September 2010
NI 191	Residual household waste per household		149			The amount of waste requiring disposal continues to be lower and better than the services expectations, with alternate collections not only encouraging increased recycling and composting but also reductions in the amount of waste generated in total.	149	None

Environment Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 7 th September 2010
NI 192	Percentage of household waste sent for reuse, recycling and composting		52.70%			Performance continues above the services expectations, although there has been a slight dip in July due to a hot, dry period during which the need for residents to mow their lawns was reduced.	52.70%	None

Traffic Light Data Only

Description Promoting prosperity & well being providing access & opportunities

Licensing and Community Safety

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 7 th September 2010
NI 15	Number of most Serious violent crime rate per 1,000 population		3			East Herts featured in the highest quartile against our nearest most similar group for serious violence excluding GBH with 0.059 crimes per 1000 residents (1 May - 31 July 2010)	3	None

Licensing and Community Safety								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 7 th September 2010
NI 16	Number of Serious acquisitive crime rate per 1,000 population		109			When compared to the other 9 districts in Hertfordshire East Herts was the second lowest for acquisitive crimes. When compared to other similar partnerships East Herts featured above the average with 2.446 crimes per 1000 residents (1 May - 31 July 2010)	109	None

Licensing and Community Safety								
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Performance Gauge	Action taken during last Executive meeting on 7 th September 2010
NI 20	Number of Assault with injury crime rate offences per 1,000 population		31			East Herts featured below the average against our most similar group for assault with less serious injury with 0.715 crimes per 1000 residents (1 May - 30 June 2010). When compared to the other 9 districts in the county, East Herts was second lowest.	31	None

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

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SALARIES/AGENCY/APPOINTMENT OF STAFF/RELOCATION
Essential Reference Paper 'C'

	Estimate	Profile to 31.08.10	Actual to 31.08.10	Variance to Profile	Projected outturn	Projected Outturn Variance to Estimate
	£	£	£	£	£	£
Executive / Corp Support	607,355	253,065	228,262	-24,803	556,130	-51,225
Internal Services	4,797,170	1,998,822	1,981,767	-17,055	4,818,510	21,340
Neighbourhood Services	3,824,620	1,593,592	1,581,347	-12,245	3,791,780	-32,840
Customer & Community	2,740,580	1,141,909	1,144,952	3,043	2,775,990	35,410
Summary	11,969,725	4,987,388	4,936,328	-51,060	11,942,410	-27,315
Strain Costs (funded)	158,000	0	0	0	158,000	0
Employer's Pension Cost (not charged to services)	470,530	196,054	187,244	-8,810	450,240	-20,290
TOTAL	12,598,255	5,183,442	5,123,572	-59,870	12,550,650	-47,605
Mitigating Actions	-54,724					-54,724
Balance of mitigating actions to be found						7,119

g:P&F/SALARIES HEALTHCHECK

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CAPITAL EXPENDITURE MONITORING 2010/11

SUMMARY	2010/11 Original Estimate	Slippage from 2009/10	2010/11 Any other amendments	Exp. To 31/08/10						2010/11 Projected Spend	2010/11 Variance between Proj Spend and Approved Estimate		
				2010/11 Approved Estimate as @ June '10	2010/11 Actual to date	2010/11 Commitment Amount	2010/11 Total to Date						
				£	£	£	£	£	£				
1. Enhance the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable	3,969,400	242,900	210,800	4,423,100	524,822	7,425	532,247	4,229,530	(193,570)				
2. Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation	1,799,400	450,500	(47,000)	2,202,900	202,629	68,678	271,307	1,664,360	(538,540)				
3. Improve standards of the neighbourhood and environmental management in our towns and villages	998,000	146,700	3,000	1,147,700	476,038	56,579	532,617	1,144,780	(2,920)				
4. Care for and improve our natural and built environment	284,400	49,500	0	333,900	69,756	9,590	79,346	313,730	(20,170)				
5. Safeguard and enhance our unique mix of rural and urban communities, ensuring sustainable, economic and social opportunities including the continuation of effective development control and other measures	124,300	64,300	0	188,600	1,697	5,865	7,562	188,600	0				
TOTAL	7,175,500	953,900	166,800	8,296,200	1,274,942	148,137	1,423,079	7,541,000	(755,200)				
RE-PROFILING POTENTIAL SLIPPAGE (71264/7501)		(750,000)			(750,000)			(750,000)		0			
		6,425,500	953,900	166,800	7,546,200	1,274,942	148,137	1,423,079	6,791,000	(755,200)			

CAPITAL MONITORING 2010/11

INTERNAL SERVICES

Ex Co S	2010/11 Approved Schemes	Project Control Officer	2010/11 Original Estimate	Slippage from 2009/10	2010/11 Any other amendments	Exp. To 31/08/10						COMMENTS
						2010/11 Approved Estimate as @ June '10	2010/11 Actual to date	2010/11 Commitment Amount	2010/11 Total to Date	2010/11 Projected Spend	2010/11 Variance between Proj Spend and Approved Estimate	
						£	£	£	£	£	£	
72570	Hillcrest Hostel Alterations	S. Whinnett	0	8,500		8,500	(600)	600	0	8,500	0	Retention due August 2010. Will be paid in September.
72329	Hartham Swimming Pool - External Decorations	S. Whinnett	7,000	0		7,000	5,623	1,375	6,998	7,000	0	In progress, 90% completed.
72328	- Re-coating of pools & replacement boom	S. Whinnett	0	10,800		10,800			0	10,800	0	Defects still being resolved.
72331	Fanshawe Swimming Pool - Replace Changing Room Air Handling Plant	S. Whinnett	20,000	0		20,000	13,927		13,927	20,000	0	Order placed.
72330	Grange Paddocks Swimming Pool - Resurfacing of Approach Road	S. Whinnett	25,000	0		25,000	1,500	1,250	2,750	25,000	0	Work to commence 16.8.10
72188	- Car Park Improvements	S. Whinnett	0	0		0	1,127		1,127	1,130	1,130	Retention from 08/09.
72332	Ward Freeman Swimming Pool - Renew Roof Covering to Pool Hall	S. Whinnett	70,000	0		70,000	1,260		1,260	70,000	0	Out to tender.
72197	Leventhorpe Swimming Pool - Replace/Upgrade Dosing Equipment	S. Whinnett	0	15,000		15,000			0	15,000	0	Discussions being held between SLM and school.
72303	- Renew Pool Filters	S. Whinnett	0	20,000		20,000			0	20,000	0	Discussions being held between SLM and school.
72558	Hertford Theatre Renew/Refurbish Goods Lifts	S. Whinnett	62,700	0	(62,700)	0			0	0	0	Included in tender for main works, budgets merged with main refurbishment scheme.
72564	Hertford Theatre Foyer Improvements	S. Whinnett	17,000	0	(17,000)	0			0	0	0	Included in tender for main works, budgets merged with main refurbishment scheme.
72578	Drill Hall (see Note 1)	W. O'Neill	200,000	0		200,000			0	200,000	0	
72545	Presdales - Replace Pavilion	W. O'Neill	458,800	2,900		461,700	538		538	461,700	0	
72576	Hertford Theatre Exhibitions Screens	W. O'Neill	6,000	0		6,000	1,043		1,043	6,000	0	To be purchased when Hertford Theatre re-opens in November. Spend to date relates to Building Regs.
72571	Leisure Development Projects (Retention Only)	W. O'Neill	105,000	(43,000)		62,000	(173,548)		(173,548)	62,000	0	Final account & retention still outstanding. Expected to be settled by the end of September.
72579	Leisure Development Projects - Hertford Theatre	W. O'Neill	905,000	0	73,500	978,500	50,985	4,200	55,185	978,500	0	Budgets for the lift & foyer improvements have been merged with this scheme. Final costs now in, total should be £978,536, as per report to Exec 11.5.10.
72602	Private Sector Improvement Grants - Disabled Facilities	S. Winterburn	530,000	27,000		557,000	226,805		226,805	557,000	0	Commitment (i.e. grants approved and not paid) is close to expected profile and spend is just over expected profile, so full spend is likely at year end, with likelihood that DDFG budget will need to be used to help meet demand for mandatory grant.
72605	- Discretionary DFG	S. Winterburn	60,000	0		60,000			0	60,000	0	Only one potential DDFG in process currently, however, funding may be needed for either new DDFGs or to meet high demand for mandatory DFG.
72606	- Decent Home Grants	S. Winterburn	295,000	15,000		310,000	27,259		27,259	190,000	(120,000)	Commitment and spend are currently low. Policy being reviewed in light of House Condition Survey. However, at current predictions potential to underspend budget by at least £120k. The £15k slippage which was set aside for a scheme to assist a vulnerable occupier is now unlikely to be needed due to legal issues and non-cooperation.
72685	Future Social Housing Schemes	S. Smallwood	600,000	50,000	61,900	711,900			0	711,900	0	Currently there are several schemes in the pipeline which have a promise of allocation from the Homes & Communities Agency. However, in the recent Govt budget this grant is looking increasingly vulnerable. Therefore, it may be the case that the Housing Associations will have to turn to the Council for funding. It is also anticipated that the Government will reduce the national allocation to affordable housing in the comprehensive spending review. If this happens, the Council's Future Social Housing Grant budget will be in high demand.
72696	TXU Site, Mead Lane, Hertford	S. Smallwood	267,500	0	(61,900)	205,600	205,600		205,600	205,600	0	Housing Association have made savings on the scheme. However, this money has been transferred to the main SHG budget. Agreed at 7.9.10 Executive.

CAPITAL MONITORING 2010/11

INTERNAL SERVICES

Exp Code	2010/11 Approved Schemes	Project Control Officer	2010/11 Original Estimate	Slippage from 2009/10	2010/11 Any other amendments	Exp. To 31/08/10							COMMENTS
						2010/11 Approved Estimate as @ June '10	2010/11 Actual to date	2010/11 Commitment Amount	2010/11 Total to Date	2010/11 Projected Spend	2010/11 Variance between Proj Spend and Approved Estimate		
						£	£	£	£	£	£		
71201	Capital Salaries	S. Chancellor	25,400	0		25,400			0	25,400	0		
72530	Community Planning Grants	C. Pullen	20,000	0		20,000	(2,988)		(2,988)	20,000	0	Waiting for 2009/10 claims from Widford Playing Fields & Silverleys Scouts. Allocation of 2010/11 Community Planning Grants has been delayed due to Council reviewing its grant schemes. These schemes will be open for application in October 2010.	
72512	Partnership Investment Fund	C. Pullen	26,000	38,600		64,600	10,000		10,000	64,600	0	Tewin P C will be claiming shortly (in respect of 2009/10) as work on sports pavilion has commenced. Spend to date relates to 2009/10 allocation. Allocation of 2010/11 PIF has been delayed due to Council reviewing its grant schemes. These schemes will be open for application in October 2010.	
72582	LSP Capital Grants	W. O'Neill	0	0	217,000	217,000	39,923		39,923	217,000	0	Fully funded from LAA Performance Reward Grant.	
72683	Village Hall Community Challenge	C. Pullen	11,000	10,900		21,900	500		500	21,900	0	Waiting for claim from Cottered.	
72439	Capital Grants 2009/10	J. Petrie	40,000			40,000	21,221		21,221	40,000	0		
72440	Capital Grants 2010/11	J. Petrie	43,000			43,000			0	43,000	0		
72504	Provision of Play Equipment (see Note 3)	C. Cardoza	50,000	28,700		78,700	42,337		42,337	78,700	0	Ongoing.	
72580	Vantorts Sawbridgeworth - Play Area Development Programme (see Note 2)	C. Cardoza	50,000			50,000			0	50,000	0	Scheme to start in the autumn following consultation with the Town Council.	
72581	Grange Paddocks - Playbuilder Project (see Note 4)	C. Cardoza	75,000			75,000			0	0	(75,000)	Playbuilder Grant has been suspended by the Government, therefore, scheme will not go ahead as planned as the majority of funding would have come from this grant.	
72573	Play Projects Ridgeway, Hertford & Grange Paddocks B/S (see Note 5)	C. Cardoza		52,000		52,000	52,310		52,310	52,300	300	Project complete.	
72574	Play Project King George Recreation Ground	C. Cardoza	0	6,500		6,500			0	6,500	0	Retention still outstanding.	
TOTAL			3,969,400	242,900	210,800	4,423,100	524,822	7,425	532,247	4,229,530	(193,570)		

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

Disabled Facilities Grants - Government funding assumed of £228,000 in 2010/11.

Decent Home Grants - Government funding assumed from the single regional housing pot of £49,000 in 2010/11.

Note 1 Release of funding is contingent upon agreeing a full repairing lease with the occupier

Note 2 £10,000 to be sought from external contributions - £40,000 from EHC, total £50,000.

Note 3 Reflects requirement for additional £50,000 in 2010/11 as budget for this year was b/fwd into 2009/10 to support successful bids for external funding.

Note 4 Grange Paddocks Playbuilder £53,000 grant funded - EHC contribution will be £22,000, total £75,000. **Grant now suspended.**

Note 5 Ridgeway & Grange Paddocks funded from HCC Playbuilder Grant (code 878117).

ALL IT BUDGETS PROJECTED TO BE FULLY SPENT,
HOWEVER, ALL SCHEMES DEPEND ON THE C3W
PROGRAMME

Exp Code	2010/11 Approved Schemes	Project Control Officer	Exp. To 31/08/10									COMMENTS
			2010/11 Original Estimate	Slippage from 2009/10	2010/11 Any other amendments	2010/11 Approved Estimate as @ June '10	2010/11 Actual to date	2010/11 Commitment Amount	2010/11 Total to Date	2010/11 Projected Spend	2010/11 Variance between Proj Spend and Approved Estimate	
			£	£	£	£	£	£	£	£	£	
71318	Micro Systems	P. Bowler	40,000	9,000		49,000	14,997	7,787	22,784	49,000	0	
71342	PC Upgrades	P. Bowler	35,000	47,600		82,600	8,304		8,304	82,600	0	Most of budget committed to Wallfields upgrades and C3W.
71370	Development Control EDM	P. Bowler	0	4,500		4,500	(4,400)		(4,400)	4,500	0	Final invoice still in dispute.
71371	Upgrade of Back Office Systems	P. Bowler	20,000	15,800		35,800			0	35,800	0	Head of Planning seeking a single supplier for planning & building control software.
71372	Telephone Expansion System	P. Bowler	2,000	0		2,000			0	3,000	1,000	£3,000 to be spent on new telephone system at Hertford Theatre.
71374	Network, Servers & Storage Upgrade	P. Bowler	30,000	5,600		35,600	862		862	35,600	0	Full budget committed due to C3W.
71375	Councillors IT Provision	P. Bowler	10,000	0		10,000		1,600	1,600	10,000	0	Ongoing.
71376	Home & Mobile Working	P. Bowler	0	61,000		61,000	23,804	32,025	55,829	61,000	0	Full budget committed due to C3W.
71377	BACS	P. Bowler	0	3,500		3,500	1,000		1,000	3,500	0	BACS refunds for C/Tax & NNDR project now commenced.
71379	Authentication	P. Bowler	0	31,000		31,000			0	31,000	0	Awaiting Capita bid proposal.
71383	Content Management Solution	P. Bowler	0	10,000		10,000	59	9,950	10,009	10,000	0	Completed.
71388	G.I.S.	P. Bowler	18,700	0		18,700			0	18,700	0	Projected spend depends on Herts GIS Partnership (have committed to purchase aerial mapping at a cost of £24k).
71389	Small Systems	P. Bowler	35,000	12,000		47,000	7,888	3,749	11,637	47,000	0	Budget to be utilised when further small system requests are put forward.
71391	Audio Visual Upgrade	P. Bowler	3,000	0		3,000			0	2,000	(1,000)	Request that £1,000 be wired into 71372 for telephone system at Hertford Theatre. (Agreed at 16.8.10 ICT Strategy Group). Recommendation to 12.10.10 Exec.
71395	EDM - Corporate	P. Bowler	50,000	12,700		62,700	5,409		5,409	62,700	0	Works dependant on set up of scanning room in Wallfields & further roll-out of licensing & software costs.
71396	Enhancement of Telephony System	P. Bowler	0	3,400		3,400			0	3,400	0	
71404	Corporate Consultation System	P. Bowler	50,000	0		50,000	25,066		25,066	50,000	0	System purchased, installation not yet complete.
71401	Human Resources/Payroll System	E. Freeman	50,000	0		50,000			0	0	(50,000)	Under pathfinder a number of proposals have been presented to Leaders and CE's by Herts HR Group on a HR shared services model. HR/Payroll system is included in that scope. Therefore, the project has been deferred until 2011/12. Request that budget slips. Recommendation to 12.10.10 Exec.
71402	Council Chamber Enhancements	P. Searle	0	3,000		3,000	803		803	3,000	0	
71403	Committee Management System	J. Hughes	0	11,100		11,100	11,560		11,560	11,560	460	Completed.
71407	ICT C3W Contingency	P. Searle	27,000	0		27,000			0	27,000	0	
71408	Revenues & Benefits System	P. Bowler	165,000	0	(52,000)	113,000	91,860		91,860	113,000	0	Further modules to be installed. £52k on 'risk & reward', this amount may take up to 2/3 years to be paid. Agreed at 7.9.10 Exec that £52k be re-profiled to 2011/12.

CAPITAL MONITORING 2010/11

IT

ALL IT BUDGETS PROJECTED TO BE FULLY SPENT,
HOWEVER, ALL SCHEMES DEPEND ON THE C3W
PROGRAMME

Exp Code	2010/11 Approved Schemes	Project Control Officer	Exp. To 31/08/10									COMMENTS
			2010/11 Original Estimate	Slippage from 2009/10	2010/11 Any other amendments	2010/11 Approved Estimate as @ June '10	2010/11 Actual to date	2010/11 Commitment Amount	2010/11 Total to Date	2010/11 Projected Spend	2010/11 Variance between Proj Spend and Approved Estimate	
71409	Locata	P. Bowler	£ 37,700	£ 0	£	£ 37,700	£	£	£ 0	£ 37,700	£	0 Project commenced.
71410	Firewalls & Intrusion Protection	P. Bowler	50,000	0		50,000			0	50,000	0	Network upgrades to be completed before this project can commence.
71411	Instant Messaging Archiving	P. Bowler	20,000	0		20,000			0	20,000	0	Investigation stage.
71362	Capital Salaries	S. Chancellor	107,000	0		107,000			0	107,000	0	
71263	Microfiche Printer/Scanner for Hertford Customer Service Centre	N. Sloper	4,000			4,000		3,580	3,580	4,000	0	Order placed, awaiting progress with IT to arrange delivery.
71261	Wallfields - Barriers for Visitor Parking	S. Whinnett	20,000	0		20,000			0	20,000	0	Design stage.
71234	Wallfields - Ground Floor Refurbishment	S. Whinnett	1,005,000	217,500		1,222,500	6,949	7,179	14,128	733,500	(489,000)	Work due to commence November. Request to re-profile 60% in 10/11, 40% in 11/12. Recommendation to 12.10.10 Exec.
71203	Replacement of Chairs & Desks	R. Crow	6,000	(1,000)		5,000	2,880	140	3,020	5,000	0	
71251	Automated Telling Machines (ATM's) at Hertford & B/S	N. Sloper	14,000			14,000			0	14,000	0	Chip and Pin project now being planned in conjunction with IT. Now expected to be in place for Q4 due to IT upgrades on payment systems across the Council that must be undertaken as a higher priority.
71252	Enhancements to B/S & Hertford Receptions	N. Sloper	0	3,800	5,000	8,800	5,588	2,668	8,256	8,800	0	An additional £5,000 has been endorsed for 2010/11 to enable replacement of IT equipment (facilitating electronic planning face to face and furniture requirements to support all services).
TOTAL			1,799,400	450,500	(47,000)	2,202,900	202,629	68,678	271,307	1,664,360	(538,540)	

CAPITAL MONITORING 2010/11

NEIGHBOURHOOD SERVICES

Exp. To 31/08/10

Exp. Code	2010/11 Approved Schemes	Project Control Officer	2010/11 Original Estimate	Slippage from 2009/10	2010/11 Any other amendments	2010/11 Approved Estimate as @ June '10	2010/11 Actual to date	2010/11 Commitment Amount	2010/11 Total to Date	2010/11 Projected Spend	2010/11 Variance between Proj Spend and Approved Estimate	COMMENTS
			£	£	£	£	£	£	£	£	£	
74105	Town Centre Environmental Enhancements	P. Pullin	100,000	57,200		157,200	9,318	25,743	35,061	157,200	0	
75243	Gascoyne Way MSCP - Upgrade Lift Cars	S. Whinnett	25,000	0	(25,000)	0			0	0	0	Works commenced late May. This budget has been merged with the main refurbishment scheme. Agreed at 27.7 CMT.
75223	Bircherley Green/Gascoyne Way Concrete Repairs Work	S. Whinnett	0	2,900		2,900			0	2,900	0	To be used for contingency - BIRCHERLEY GREEN ONLY.
75256	Rye Street Car Park North Refurbishment	S. Whinnett	80,000	0		80,000	6,792	4,995	11,787	80,000	0	Work to commence 16.8.10
75255	Crown Terrace Car Park - Boundary Wall (Phase 2)	S. Whinnett	10,000	0		10,000		9,000	9,000	10,000	0	Order placed.
75250	Modifications to Jackson Square Car Park	S. Whinnett	0	38,100		38,100	13,867	14,191	28,058	38,100	0	Main works now completed, other internal works still being carried out.
75241	Gascoyne Way MSCP - Major Refurb. & Repairs	S. Whinnett	780,000	5,900	35,000	820,900	445,955	1,275	447,230	820,900	0	Works commenced late May. Additional cost of £10k arising from the unforeseeable extent of necessary repairs works identified in negotiation to reduce contract price. £7,000 of this will be funded from the underspend on Amwell End. Remaining £3,000 will be absorbed within the main budget. £25k has been transferred from 75243.
75246	Imp. For Safer Parking - Amwell End Car Park	S. Whinnett	0	16,200	(7,000)	9,200	(1,375)	1,375	0	9,200	0	Completed, final account stage. Retention & fees still to be paid. Scheme will underspend, see comment above.
75237	Buntingford Car Park - Imp. To Surface Water Drainage	S. Whinnett	0	10,000		10,000			0	10,000	0	First stage of work complete.
75257	Changes to Signs re. Weekend Charging	N. Sloper	3,000			3,000			0	0	(3,000)	Following decision by members to defer the introduction of Sunday & Bank Holiday charging, request that this is deferred to 2011/12. Recommendation to 12.10.10 Exec.
75254	Replacement Machines Causeway Car Park	N. Sloper	0			0	151		151	150	150	
75251	Car Park Tariff Increase 2008	N. Sloper	0	1,400		1,400	1,330		1,330	1,330	(70)	Completed.
72572	What's on Signage Bishop's Stortford	W. O'Neill	0	15,000		15,000			0	15,000	0	Final design taking place for electronic display equipment in Jackson Square. Waiting on prices.
TOTAL			998,000	146,700	3,000	1,147,700	476,038	56,579	532,617	1,144,780	(2,920)	

CAPITAL MONITORING 2010/11
CUSTOMER & COMMUNITY SERVICES

Exp Code	2010/11 Approved Schemes	Project Control Officer	Exp. To 31/08/10									COMMENTS
			2010/11 Original Estimate	Slippage from 2009/10	2010/11 Any other amendments	2010/11 Approved Estimate as @ June '10	2010/11 Actual to date	2010/11 Commitment Amount	2010/11 Total to Date	2010/11 Projected Spend	2010/11 Variance between Proj Spend and Approved Estimate	
			£	£	£	£	£	£	£	£	£	
74102	Historic Building Grants	K. Steptoe	35,000	16,200		51,200	8,468		8,468	51,200	0	
72604	Energy Grants	S. Winterburn	20,000	0		20,000			0	0	(20,000)	Assistance policy to be reviewed in light of the House Condition Survey. Unless this leads to new initiatives for energy, this budget is not likely to be needed in 2010/11 as the Herts Essex Energy Partnership (HEEP) scheme will fund energy measures during this period.
75165	Wheeled Bin & Recycling Box Replacement Programme	C. Cardoza	90,000	(6,700)		83,300	53,281	3,190	56,471	83,300	0	Demand has increased following Members decision to suspend charging for bins. Currently tracking demand and will review in October.
75144	Communal Bin Development	C. Cardoza	5,000			5,000			0	5,000	0	Due to commence the roll out of plastic collection to flats later in the year.
75145	Standardise Litter Bins	C. Cardoza	5,100			5,100		4,932	4,932	4,930	(170)	Demand for new/replacement bins currently higher than available budget and have therefore suspended provision.
75152	Commercial Waste	C. Cardoza	33,500			33,500	8,007	1,468	9,475	33,500	0	On target.
75164	Plastic bottle & cans sorting/bailing equipment	C. Cardoza	95,800			95,800			0	95,800	0	A number of issues arising from the Member Task and Finish Group looking at the new refuse and recycling contract and HWP Packaging Consortium indicate that it is prudent to delay the implementation of this project until November 2010.
75161	Energy Efficiency Initiatives	C. Cardoza	0	40,000		40,000			0	40,000	0	Implementation being managed by the Facilities Management Service. Integrated with C3W works at Wallfields.
TOTAL			284,400	49,500	0	333,900	69,756	9,590	79,346	313,730	(20,170)	

CAPITAL MONITORING 2010/11

NEIGHBOURHOOD SERVICES

Exp. To 31/08/10												
	2010/11 Approved Schemes	Project Control Officer	2010/11 Original Estimate	Slippage from 2009/10	2010/11 Any other amendments	2010/11 Approved Estimate as @ June '10	2010/11 Actual to date	2010/11 Commitment Amount	2010/11 Total to Date	2010/11 Projected Spend	2010/11 Variance between Proj Spend and Approved Estimate £	COMMENTS
			£	£	£	£	£	£	£	£	£	
71262	Elizabeth Road Shops - Renew Water Main	S. Whinnett	15,000	0		15,000			0	15,000	0	Design stage.
75160	River & Watercourse Structures	G. Field	47,500	1,500		49,000	1,697	5,865	7,562	49,000	0	Results from recent bridge surveys have been received. Remedial works have been recommended but are not regarded as high priority. These will be carried out towards the end of the financial year depending on available budget. Discussions are ongoing with the Environment Agency, Town Council & other EH officers regarding the design & feasibility of the bridge replacement schemes in Castle Grounds Hertford & Pisholtbury Park, Sawbridgeworth. Designs drawings and proposals have now been submitted to the EA for land drainage consent for these schemes.
75157	Footbridge Over River Stort	M. Shrosbree	61,800	45,300		107,100			0	107,100	0	
72568	Asset Improvement Items - Infrastructure (North Drive reconstruct road & drainage)	M. Shrosbree	0	17,500		17,500			0	17,500	0	
TOTAL			124,300	64,300	0	188,600	1,697	5,865	7,562	188,600	0	

ESSENTIAL REFERENCE PAPER 'E1'

SUMMARY OF PREVIOUSLY REPORTED VARIANCES ON THE REVENUE BUDGET

Projected Outturn 31 March 2011 £'000			
	ITEM (in order of Corporate Priority)		MONTH(S) REPORTED
1.1	April	550	Favourable
	May	221	Adverse
	June	881	Adverse
	July	672	Adverse
1.2	Promoting prosperity and well being CONCESSIONARY FARES	Following the change in allocation agreed at Herts Chief Finance Officer's group regarding the 2009/10 Concessionary Fares budget there is an anticipated £47k saving against the 2010/11 budget.	April
1.3	MEALS ON WHEELS	A review of the contract arrangements for Meals on wheels has identified that the profile for delivering the £150k saving over the period of the Medium Term Financial Plan (MTFP) will vary from the current forecast. This will lead to additional costs in 2010/11 offset by equivalent savings in 2011/12 to 2012/14. This variation in timing can be managed by the temporary use of reserves.	May
1.4	PERFORMANCE REWARD GRANT	On the 24 May the Government announced plans to reduce public spending by £6.2bn in 2010/11. No further Local Area Agreement Performance Reward grant will be paid creating a shortfall of £33k in 2010/11 and £250k in 2011/12 for both revenue and capital.	May

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
1.5 HERTFORD THEATRE Additional funding arising from the Executive's decision in approving the Business case for The Hertford Theatre will have an impact of £35k in the year.	June
1.6 HOUSING BENEFIT OVERPAYMENTS Recovery of housing benefit overpayments is above target and a net favourable variance of £50k is forecast.	July
1.7 HOUSING BENEFIT SUBSIDY The Housing Benefit Administration subsidy will be £24k less than that estimated.	July
1.8 REVENUES AND BENEFITS PARTNERSHIP The Revenues and Benefits Partnership arrangement with Stevenage Borough will reduce management costs by £25k from cost sharing.	July
1.9 AREA BASED GRANT Area Based Grant of £30k for 2010/11 has been confirmed by the Government. No budget had been set given the uncertainty over its distribution.	July
Fit for purpose	
1.10 TURNOVER Salary budgets are constantly monitored and <u>Essential Reference Paper 'C'</u> shows a projected over spend of £31k.	April
1.11 MANAGING VACANCIES The Executive on 9 February 2010 made adjustments to the Performance Reward Grant and Planning Contingency budgets which left a balancing figure of £23k to be identified as 'Management of Vacancies'	April

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
which officers were confident of achieving.	
1.12 INVESTMENT INCOME	May
Following a meeting with the Council's Treasury advisors to review new investment products proposed by the Council's fund managers to enhance returns, these will not be pursued on the grounds of risk that some of the instruments embedded within the products may not be available to local authorities. Projected returns will be reviewed in the light of the new Office of Budget Responsibility assumptions on short term interest rates used to inform the 22 June budget.	
1.13 TURNOVER	May
Salary budgets are constantly monitored and <u>Essential Reference Paper 'C'</u> shows a projected over spend of £24k compared to £31k in April	
1.14 TURNOVER	June
Salary budgets are constantly monitored and <u>Essential Reference Paper 'C'</u> shows a projected under spend of £31k compared to an over spend of £24k in May.	
1.15 INVESTMENT INCOME	June
Investment Income – Annualised returns by the Fund Managers over the first quarter are: Scottish Widows Investment Partnership 0.8% and Investec 0.48% per annum. This equates to around £112k (for the first quarter) against the annual budget of £1.65m. Current projections indicate an overall return of between £700k and £840k indicating a budget shortfall of £0.81m to £0.95m. The balance on the Interest Equalisation Reserve was £1.185m as at the 31 March 2010 of which £778K is already planned to be utilised in the MTFP. In accordance with Financial Regulations 4.6.2 (a) the Executive is being asked to approve a supplementary estimate of the balance of £407k to	

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
offset the shortfall in income.	
1.16 TURNOVER	July
<p>There has been a change in presentation from the previous months reports whereby the Salary/Turnover and Managing Vacancies budgets have been amalgamated. In essence reflecting that turnover is predicting to be met and all but £6k of the Managing Vacancies budget at this stage has yet to be met, <u>Essential Reference Paper 'C'</u> shows a projected over spend of £6k compared to an adjusted under spend of £8k in June (after amalgamating the above two headings).</p>	
1.17 PLACE SURVEY	July
<p>A saving of £14k is forecast as a result of the government's decision not to undertake the Place Survey.</p>	
Pride in East Herts	
<p>1.18 CAR PARKS (PAY AND DISPLAY) (Sunday/ Bank hols.)</p> <p>The net impact of not implementing Sunday and Bank Holiday Car Park Pay and Display charging is estimated to be £38k.</p>	April
1.19 CAR PARKS PAY AND DISPLAY	May
<p>Car Park occupancy levels are down resulting in 4.5% less income and a predicted year end level adverse variance of £125k.</p>	
1.20 PENALTY CHARGE NOTICES	May
<p>Following Member' decision to defer Sunday and Bank Holiday charging anticipated receipts and costs will no longer feature in 2010/11. This change also reduces the forecast for income for Penalty Charge Notices.</p>	
1.21 CAR WASHING – GASCOYNE WAY	May

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
<p>Given capital constraints on the Gascoyne Way car park refurbishment, the planned installation of drainage to enable car washing may no longer be cost effective. This is currently under review, but as a result the business case for generating income from car washing in the car park may no longer be favourable.</p>	
1.22 CAUSEWAY CAR PARK RENT	May
<p>The Council has a 24 month rent free period on the lease of the Causeway Car Park. The Council is required to account for this across the 35 year lease, resulting in a lease cost against each year.</p>	
1.23 GASCOYNE WAY CAR PARK	June
<p>Due to the timing of the Gascoyne Way refurbishment works, car washing is planned to commence in October resulting in only six months income from the scheme thus an adverse variance of £5k.</p>	
1.24 CAUSEWAY CAR PARK RENT	June
<p>The apportionment of rental cost now payable by the Council for the Causeway Car park in 2010 has now been calculated by accountancy to be £222k and not £203k as previously reported.</p>	
1.25 PAY AND DISPLAY CAR PARKING	July
<p>Car Park use is below forecast resulting in 5.5% less Pay and Display income and a predicted adverse variance to year end of £150k.</p>	
1.26 B/S CAR PARK SEASON TICKET INCOME	July
<p>The Bishop's Stortford season ticket income is above forecast, continuing the trend from previous years resulting in a favourable increase over the budget of £12k.</p>	

Caring about what's built and where

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
1.27 RECYCLING SERVICE	April
<p>There is expected to be a significant increase in the sum the Herts Waste Partnership (HWP) contributes to East Herts Council's waste and recycling costs. This is subject to agreement by the HWP Board and assumes the continuing commitment by Hertfordshire County Council. In order to incentivise the increase of recycling by districts and boroughs, the HWP agreed a model for redistributing the potential savings to the disposal authority arising from improvement to recycling and reduction of waste sent to landfill. The model developed used 2006/07 performance as a base and was based around some prudent predictions around improvement.</p>	<p>The success of ARC exceeded predictions plus the recession appears to have had the effect of reducing total waste tonnages also. Figures are potentially highly variable but based on the financial model agreed for 2010/11 our prudent estimate of income from this source in 2010/11 is of the order of £650K or an additional £570k.</p>
<p>The partnership agreed that the model required updating and have introduced a cap to the subsidy per household for 2011/12 and 2012/13. Based on this Alternative Financial Model we will assume for budget purposes a payment to East Herts of circa £350k for each of those two years.</p>	June
1.28 PUBLIC CONVEIENCES	
<p>The budget for public conveniences in 2010/11 was understated in error as it included a double counting of planned savings of £28,860 which were built into the base budget and scored as planned savings. In addition public conveniences have remained open in three towns there being no suitable private sector provider at a cost of £34,000.</p>	

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
1.29 DOMESTIC REFUSE BIN CHARGING The Council's decision to defer replacement refuse bin charging will result in a £50k adverse variance.	June
1.30 RECYCLING PUBLICITY The Recycling Publicity budget is currently under spending due to the success of ARC and there is less need to undertake publicity to address public concerns. As a consequence this budget will then show a £22k favourable position. Consideration is being given as to whether some or all of the MTFP saving can be brought forward from 2012/13 to 2011/12.	June
1.31 RECYCLING GREEN WASTE The Recycling Green Waste budget could under spend by £80k as the scheme is not being expanded to include flats until the new contract is let in 2011 resulting in an in year saving and possible base budget saving.	June
1.32 KERBSIDE DRY RECYCLING EXPENDITURE The Kerbside dry Recycling collections budget is currently stable following the implementation of ARC. It is currently showing an underspend of £10K which would indicate an underspend of up to £40k for the full year.	June
1.33 PLASTIC RECYCLING BANKS There is a current underspend associated with Plastic Recycling Banks which could be a £5k favourable effect by year end.	June

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
1.34 KERBSIDE DRY RECYCLING INCOME	June
Income from Kerbside dry Recycling collections is currently £20k up on profile, but this based on two months figures only. Significant additional income over budget is likely but needs to be reviewed on a monthly basis.	
1.35 RECYCLING CONTRIBUTIONS	June
The latest estimate of the sum due from HCC for the Alternate Financial Model in 2009/10 £383k. That is £3k more than budgeted for.	
1.36 DEPOT MATERIAL HANDLING	June
The Depot Material Handling budget included costs for material sorting equipment. Provision of equipment has been suspended following a Member review until the outcome of the Refuse contract re-tender is clear. Outturn will be £35k less than budget.	
1.37 RECYCLING	July
More recycling is producing additional income from material sales and credits, If current trends continue it may achieve £80k additional income.	
1.38 REFUSE AND RECYCLING CONTRACT	July
A saving of £37k is expected from a lower than budgeted increase from indexation of the price of Refuse and Recycling contract.	
1.39 REFUSE COLLECTION CONTRACT	July
A savings on the Refuse Collection contract of between £50k- £80k is forecast because of less than expected ad-hoc work.	

Shaping now, shaping the future

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
1.40 HOUSING AND PLANNING DELIVERY GRANT	April
The rules allocating the Housing and Planning Delivery Grant changed at the end of the last financial year, allowing all of the grant to be allocated to revenue, rather than split between capital and revenue. Provided the Government does not change these rules a cautious £50k could be available to Revenue.	
1.41 HOUSING AND PLANNING DELIVERY GRANT	May
On the 24 May the Government announced plans to reduce public spending by £6.2bn in 2010/11. For East Herts Council part of the impact is the loss of £166k Housing and Planning Delivery Grant	
1.42 LOCAL AUTHORITY BUSINESS GROWTH INITIATIVE	May
The above cuts will also impact adversely on Local Authority Business Growth Initiative to the value of £50k. This anticipated receipt was to be placed in reserves to meet potential expenditure beyond 2010/11.	
1.43 PLANNING APPEALS COSTS	May
Potential additional costs have arisen since April as a result from an award of costs against the Council and the engagement of a consultant to undertake a viability assessment exercise to the value of £10k.	
1.44 ENFORCEMENT ACTION	May
There are potential costs of £50k for direct enforcement action at Campfield Road, Hertford. These costs are currently based on outline quotes and may be subject to some considerable variation. This cost can be registered as a charge on the property and recovered in due course through its sale.	
1.45 PLANNING APPEALS	June
Potential additional costs have arisen since April as a result from an award of costs against the Council and	

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
the engagement of a consultant to undertake a viability assessment exercise. The maximum assessed at this stage is £18k.	
1.46 DEVELOPMENT CONTROL INCOME	July
Income from Development Control applications is ahead of the July target by £60k; in part due to resubmission of school site proposals. It is too early to predict the outturn for the year.	
Leading the Way, Working Together	
1.47 There is nothing to report on this priority	April
1.48 MEMBER'S ALLOWANCES	June
Council on the 24 February 2010 resolved to reduce the Basic Allowance for Members in 2010/11, thus making a saving of £35k.	
1.49 MEMBER'S ALLOWANCES	July
Due to changes in the membership of the Executive there will be a further £9k saving.	
1.50 LOSS OF GRANTS	July
The Council has seen a loss of grants arising from government's decisions on current spending. The Executive is requested to:	
<ul style="list-style-type: none"> <li data-bbox="314 1536 1207 1792">a) recommend to Council a call on the general reserve of £134k to mitigate the loss of planning delivery grant. The sum of £134k was added to the general reserve in 2009/10 following the government's decision to allow the whole of 2009/10's planning delivery grant to be used for revenue purposes. <li data-bbox="314 1792 1207 1913">b) Request CMT to meet the balance of £32k of the planning delivery grant loss by increasing the target for management action savings. <li data-bbox="314 1913 1207 1996">c) Approve, in accordance with Financial Regulation 4.6.2 a) a call on the earmarked LABGI reserve of 	

ITEM (in order of Corporate Priority)	MONTH(S) REPORTED
£50k. This will offset the loss of LABGI funding in 2010/11 and reduce the uncommitted balance on the reserve to £14k.	

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Health check reconciliation (all figures £000's)

ESSENTIAL REFERENCE PAPER 'E2'

	Year to date			Year end projection		
	Favourable	Adverse	Net	Favourable	Adverse	Net
At 31 July 2010	254	-561	-307	1,134	-1,806	-672

Changes in respect of previously reported items

In month favourable variances (y t d)

Appeals costs	1	1	0	0	0
Recycling publicity	9	9	0	0	0
Green Waste collection	18	18	0	0	0
Depot Material Handling	1	1	0	0	0
Members Allowances	4	4	0	0	0
Hertford Theatre	11	11	0	0	0
HB Overpayments	13	13	0	0	0
Area Based Grant	3	3	0	0	0
Penalty Charge Notices	0	0	0	0	0
Turnover/Managing Vacancies	47	47	0	-1	-1
Refuse and Recycling Contract	3	3	0	0	0
Refuse Collection Contract	8	8	0	0	0
Car Park Season Ticket Income	-1	-1	0	0	0
Housing and Planning Delivery grant	0	0	0	32	32

In month adverse variances (y t d)

Car parks P& D Sundays BH	-3	-3	0	0	0
Public conveniences	-6	-6	0	0	0
Car parks P& D	-19	-19	0	0	0
Car Parks Advertising	-1	-1	0	0	0
Car Washing Gascoyne Way	-1	-1	0	0	0
Investment Income	-55	-55	0	0	0
Wheeled bins	-5	-5	0	0	0

Kerbside Dry Recycling collection	-6	-6	0	0	0
Kerbside Dry Recycling income	-50	-50	0	0	0
HB Subsidy	-2	-2	0	0	0
PCN	9	9	0	0	0

Newly reported items/items no longer reported

Previously unreported variances at 31 July

Thele House	-14	-14	0	-15	-15
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Previously reported items no longer having out turn variance

None

In month favourable variances (y t d)

0 0

In month adverse variances (y t d)

At 31 July 2010 371 -714 -343 1,134 -1,790 -656

Month on month change 117 -153 -36 0 16 16

less previously unreported variances at 31 July

Thele House -10 -4 -14

Variances since last month

127 -149 -22

Project Initiation Document

Essential Reference Paper 'F'

Project Champion: Cliff Cardoza

Version: V1.0

Date: 24/08/10

Southern Country Park Wetland Improvement and Access Project

East Herts District Council
Council Offices, The Causeway
Bishop's Stortford
Hertfordshire

Tel: 01279 502240
Fax: 01279 502015

Project Initiation Document

1. Document Control

1.1 Document

Client	East Herts Council
Project	Southern Country Park Wetland Improvement and Access Project
Document	Project Initiation Document
Author	Cliff Cardoza / Ian Sharratt
Published Date	24/08/10
Version	1.0

1.2 Change History

This document is to be submitted to the project team for approval and signoff. Thereafter amendments are to be approved by the appropriate Change Control processes.

Issue	Date of Issue	Comments / Reason for change
1.00	31/08/10	Initial Draft

Project Initiation Document

1.3 Distribution

Name	Position	Organisation
Cliff Cardoza	Head of Environmental Services	East Herts Council
Ian Sharratt	Environment Manager – Parks and Open Spaces	East Herts Council
Gemma Kiff	Parks and Open Spaces Assistant	East Herts Council
Jackie Bruce	Service Development Officer	East Herts Council
George Robertson	Director of Customer and Community Services	East Herts Council

1.4 Abbreviations

EHC	East Herts Council
HCC	Hertfordshire County Council
CMS	Countryside Management Service
EA	Environment Agency

Project Initiation Document

2. Introduction

This project involves the improvement of marginal aquatic habitats along with access improvements and controls. It is the expansion of an existing project to improve access to the park.

3. Objective

To restrict the areas that are accessible to the public around the main feature lake in the park, creating improved habitats and controlling angling. To create specific areas for fishing with improved and inclusive access.

4. Scope

Inclusions

The installation of a new footpath and fishing platforms. The creation of marginal planting areas and new satellite ponds. The creation of a dedicated duck feeding area. The installation of new upgraded interpretation notice boards.

Exclusions

A further potential development project to install a boardwalk linking the fishing platforms and spanning the existing wire and stone gabions that retain the reed beds.

5. Description of Work

The existing five year management plan committed to seeking funds to carry out this work. Access works had been identified as part of this management plan and had been budgeted for within the 2010/11 capital programme. The two further key objectives for this extended project are to improve the important wildlife habitats within the park and to resolve some of the issues that have resulted in conflict between local residents and anglers.

Project Initiation Document

The work will comprise the creation of marginal vegetation along sections of the banks of the lake to provide an enhanced lake edge habitat and to stabilise the bank from erosion by wave action. The works will also create new wetland habitats adjacent to the lake and make alterations to the profile of the existing pond and enhance its marginal vegetation. This will have the effect of restricting access to one side of the lake other than for duck feeding. Anglers will not be able to fish from these areas creating a side of the lake that other visitors can enjoy without conflict.

Fishing platforms will be installed at locations agreed with the Environment Agency Fisheries Officer on the side of the lake that was identified in the byelaws as a permitted fishing zone. The existing footpath to the west of the lake will be upgraded to the same standard and specification as the access work carried out last year. Interpretation boards to upgrade the existing "welcome" notices will be installed to inform visitors of the wealth of wildlife in the park and will provide the local Friends Group with the opportunity to provide information about their work in the park.

The service has been successful in securing £46,000 in Biffa funding to enable the wetland improvements works. The £10,000 capital expenditure to carry out the necessary access improvements was crucial in attracting this external funding along with an additional £9,000 from the Environment Agency (EA) and £10,000 through Countryside Management Services (CMS).

Dependencies

Staff resources to undertake the management of projects.
Support from the Countryside Management Service (HCC)

Project Initiation Document

6. Roles and Responsibilities

Name	Title and Location	Responsibility
Ian Sharratt	Environment Manager – Parks and Open Spaces	Project manager
Jackie Bruce	Service Development Officer	Project management support and research

7. Timescale

Project to be completed by end June 2011. Some works to be carried out through the winter of 2010 due to seasonal necessity.

8. Conditions/Constraints/Risks

Progressing this work is heavily dependent on staff resources and support from partners, in particular the Countryside Management Service.

External funding may be put at risk if projects are not progressed within the funding window and in accordance with the conditions of the grant.

Local public consultation has been conducted as part of the original development of the management plan.

9. Financial Implications

Proposed Capital expenditure is as follows:

2010/11	£39,000
2011/12	£36,000

This is the full capital cost of the project.

Project Initiation Document

Funding sources are as follows:

Item	Total Cost	Funding Source
<i>Existing works funded from £50,000 parks and open spaces capital budget</i>		
Access improvements	10,000	EHC
<i>Additional works funded externally</i>		
Fishing platforms	9,000	EA
Wetland enhancement and restoration	46,000	Biffaward
Site interpretation panels and leaflet	10,000	CMS
Total	75,000	

The East Herts Council funding for the access improvements is included in the current 3 year capital programme. The EA and CMS funding is secured. The Biffa grant has been accepted in principal and awaits final confirmation in September 2010. The additional expenditure required prior to recovery of the grant is to be reported through the Health Check process.

Revenue Expenditure:

There would be a small revenue cost associated with the ongoing safety inspection of the fishing platforms and footpath. This will be found from within existing service budgets.

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Executive Actions for 2010/11

Priority	Finance/ Performance	Performance Indicator	Recommendation	Executive Decision	Meeting	Status	Outcomes
Note: There are currently no Executive decisions to be noted for August. The table content will be populated with performance and financial decisions made by Executive over 2009/10.							
All	Finance	N/A	Agrees that £10k of the Hartham CCTV budget be transferred to the Leisure Development Project	Executive decided £10k of the Hartham CCTV budget be transferred to the Leisure Development project.	12-Jan-10	Resolved	To support all of the Council's corporate objectives.
All	Finance	N/A	Agree that the supplementary capital estimate of £35k be approved.	Executive decided that the supplementary capital estimate of £35k in respect of bin replacement, be approved.	09-Feb-10	Resolved	To support all of the Council's corporate objectives.
All	Performance	N/A	Agree that the Corporate Risk Register for Quarter 3 be approved	Executive decided that the Corporate Risk Register for Quarter 3 be approved.	09-Feb-10	Resolved	To ensure that risk is effectively monitored.
All	Performance	NI 15, NI 16 and NI 20	Agree that only annual targets for NI 15, NI 16 and NI 20 are set and that the reporting of monthly performance will continue only so that performance trends can be analysed.	Executive decided that only annual targets for NI 15, NI 16 and NI 20 are set and that the reporting of monthly performance will continue only so that performance trends can be analysed.	13-Jul-10	Resolved	Through close monitoring of performance the service has identified changes to improve performance monitoring.
All	Performance	N/A	Agree that local indicators are established in partnership with the Police to reflect the local priorities of the Community Safety Partnership.	Executive agreed that local indicators are established in partnership with the police to reflect the local priorities of the Community Safety Partnership.	13-Jul-10	Ongoing	Members will be advised when new local crime indicators will be made available.
All	Finance	N/A	Agree to seek a supplementary capital estimate of £5k.	Executive agreed a supplementary capital estimate of £5k for Bishop's Stortford and Hertford Receptions replacement of IT equipment	13-Jul-10	Resolved	To support all of the Council's corporate objectives.
All	Finance	N/A	Executive are recommended to Council the carry forward of £40,300 for 2009/10 underspending to the current year	Executive approved that in respect of a staffing matter and IT Licences, the carry forward of £40,300 for 2009/10 underspending to the current year.	07-Sep-10	Resolved	To support all of the Council's corporate objectives.
All	Finance	N/A	Recommend to Council a call on the general reserve of £134k to mitigate the loss of planning delivery grant .	Executive supported a call on the general reserve of £134k to mitigate the loss of planning delivery grant be approved.	07-Sep-10	Resolved	To support all of the Council's corporate objectives.

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