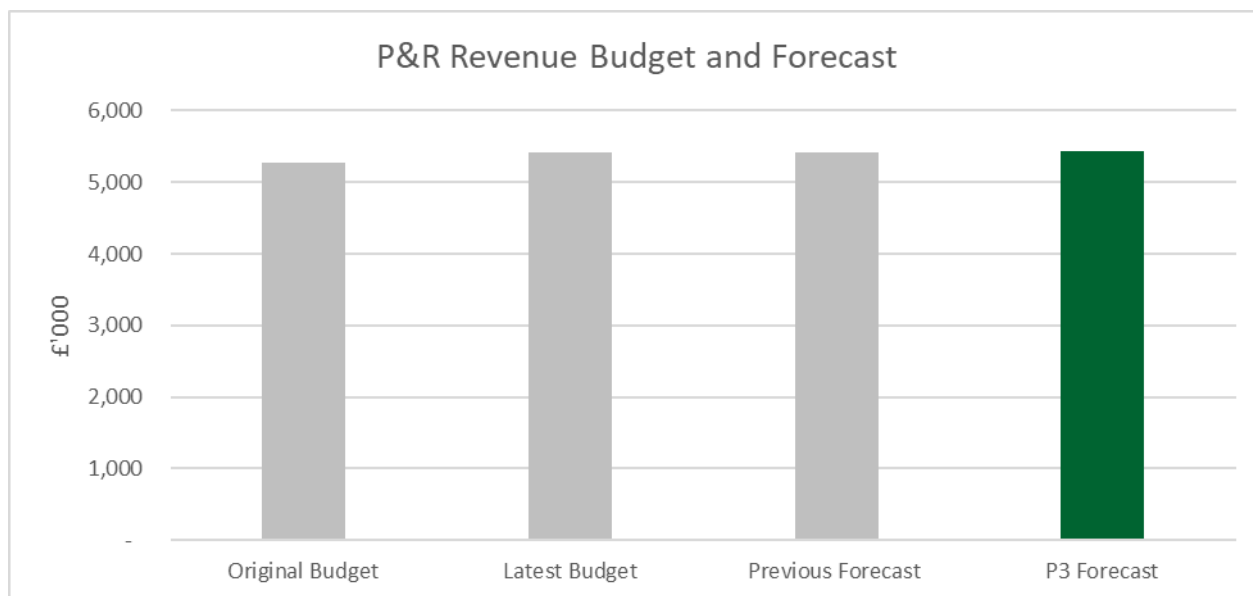


Policy and Resources Committee Detailed Monitoring Report

1. This appendix sets out the detailed financial monitoring position for budgets within the scope of the Policy and Resources (P&R) Committee for the 2024/25 financial year. The forecast is based on the position as at Period 3 which covers the period from 1 April 2024 to 30 June 2024.

Revenue

2. The latest forecast is expenditure of £5.538m against the latest budget of £5.411m. This is an unfavourable variance of £0.127m. The detailed revenue budgets and MTFP forecast is set out in Annex A.



Service Area	Original Budget £000	Original Budget Plus		Latest Budget £000	Previous Forecast £000	Latest Forecast £000	Variation to Previous Forecast £000	Variation to Latest Budget £000
		2023/24 Carry Forwards £000						
Resources and Leader	6,989	7,130		7,130	7,130	7,269	139	139
Garages and Shops	(1,300)	(1,300)		(1,300)	(1,300)	(1,300)	0	0
Investment Properties	(950)	(950)		(950)	(950)	(950)	0	0
Vacancy Provision	(180)	(180)		(180)	(180)	(180)	0	0
Salary Contingency	712	712		712	712	700	(12)	(12)
Total	5,270	5,411		5,411	5,411	5,538	127	127

3. Annex B sets out the main variations to budget.

Income Streams

4. The key income streams are detailed in Annex E. All are currently on target to achieve budget income levels in 2024/25.

Capital Investment Programme

5. The latest capital investment budget for 2024/25 is £7.267m. A variation of £3.913m is reported.
6. Detailed Capital budgets and explanation of key variations are set out in Annex C and Annex D respectively.

Staff Vacancy Monitoring

7. A major risk of non-delivery of service is where key staff leave the Council's employ and there is a delay or difficulty in recruiting suitable candidates to fill the vacant post.

8. The following table sets out the vacancies by service as at 30 June 2024.

Department	Job Title	Comments	Total
Legal & Committee	Senior Committee Officer	Recently advertised	1.00
	Committee & Elections Assistant	Recently advertised	1.00
Customer Service Centre	Apprentice Customer Service Centre Representative	Currently advertised	1.00
Asset and Property Management	Property and Asset Manager	Currently advertised	1.00
Total P&R			4.00

Annex A
P&R Committee Medium Term Revenue Budget Service

Policy & Resources										
Resources	Original Budget 2024/25	Original Budget Plus 2023/24 Carry Forwards	Latest Budget 2024/25	Previous Forecast 2024/25	Spend to Date	Latest Forecast 2024/25	Variance @ P3	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£	£	£	£	£	£	£	
Corporate Management	150,680	150,680	150,680	150,680	(154,250)	150,680	0	150,680	150,680	Budget will be spent
Major Incident Planning	113,107	113,107	113,107	113,107	27,033	113,107	0	113,904	114,728	Budget will be spent
UK Shared Prosperity Fund	0	0	0	0	15,209	0	0	0	0	Income and Expenditure budgets of £530,053 required for UK Shared Prosperity Fund grant
West Herts Crematorium	0	0	0	0	1,050,788	0	0	0	0	All spend will be recharged to West Herts Crematorium
Miscellaneous Income & Expend	(341,500)	(341,500)	(341,500)	(341,500)	(27,081)	(341,500)	0	(341,500)	(341,500)	Budget will be spent
Non Distributed Costs	57,000	57,000	57,000	57,000	441	57,000	0	59,000	59,000	Budget will be spent
Director Of Finance	128,735	128,735	128,735	128,735	37,649	130,795	2,060	135,026	135,025	Staff Sickness absence budget of £2,060 re-allocated to the Senior Leadership Team
Miscellaneous Properties	(77,208)	(77,208)	(77,208)	(77,208)	(70,589)	(77,208)	0	(77,208)	(77,208)	Budget will be spent
Office Services	192,810	192,810	192,810	192,810	14,366	192,810	0	190,810	190,810	Increase in Cleaning budget of £10,000 required due to paying the Real Living Wage, offset by increase in income budget of £10,000 from internal recharges for Print & Post
Asset Management - Property Services	798,627	798,627	798,627	798,627	152,936	798,627	0	878,502	879,784	Budget will be spent
Finance Services	440,080	440,080	440,080	440,080	197,261	440,080	0	435,772	439,212	Budget will be spent
Council Tax Collection	329,467	329,467	329,467	329,467	55,026	329,467	0	330,179	330,880	Budget will be spent
Benefits & Allowances	681,913	681,913	681,913	681,913	177,571	681,913	0	685,248	687,432	Budget will be spent
NNDR	60,005	60,005	60,005	60,005	17,122	60,005	0	60,005	60,006	Budget will be spent
Revs & Bens Management	41,970	41,970	41,970	41,970	10,505	41,970	0	41,969	41,970	Budget will be spent
Fraud	86,746	86,746	86,746	86,746	27,661	86,746	0	86,746	86,746	Budget will be spent
Garages & Shops Maintenance	(1,300,150)	(1,300,150)	(1,300,150)	(1,300,150)	(385,371)	(1,300,150)	0	(1,300,150)	(1,300,150)	Budget will be spent
Chief Executive	213,754	313,754	313,754	313,754	51,127	313,844	90	213,844	213,844	Staff Sickness absence budget of £90 re-allocated to the Senior Leadership Team

P&R Committee Medium Term Revenue Budget Service cont.

Resources	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Previous Forecast 2023/24	Spend to Date	Latest Forecast 2023/24	Variance @ P8	Forecast 2024/25	Forecast 2025/26	Officer Comments
	£	£	£	£	£	£	£	£	£	
Investment Properties	(950,499)	(950,499)	(950,499)	(950,499)	(367,726)	(950,499)	0	(982,225)	(982,225)	Budget will be spent
Performance Mgt & Scrutiny	53,849	53,849	53,849	53,849	7,799	53,849	0	53,849	53,849	Budget will be spent
Debt Recovery	226,406	226,406	226,406	226,406	31,904	226,406	0	223,403	224,810	Budget will be spent
Associate Director Strategy, Partnerships & Housing	109,178	109,178	109,178	109,178	27,364	110,278	1,100	114,207	114,207	Staff Sickness absence budget of £1,100 re-allocated to the Senior Leadership Team
Three Rivers House	359,260	359,260	359,260	359,260	(10,660)	323,328	(35,932)	323,328	323,328	Increase in Rent Buildings of £35,932 due to increase in space leased by the Police, they now occupy part of Lower Ground Floor. Full rent review undertaken.
Basing House	(10,140)	(10,140)	(10,140)	(10,140)	1,411	(10,140)	0	(10,140)	(10,140)	Budget will be spent
Oxhey Drive	10,250	10,250	10,250	10,250	0	10,250	0	10,250	10,250	Budget will be spent
Wimbledon	(200,000)	(200,000)	(200,000)	(200,000)	167,664	(200,000)	0	(500,000)	(500,000)	
Officers' Standby	6,140	6,140	6,140	6,140	0	6,140	0	6,140	6,140	Budget will be spent
Vacancy Provision	(180,000)	(180,000)	(180,000)	(180,000)	0	(180,000)	0	(180,000)	(180,000)	
Finance Client	14,898	14,898	14,898	14,898	10,909	14,898	0	14,906	14,919	Budget will be spent
Business App Maintenance	257,875	257,875	257,875	257,875	229,970	257,875	0	257,875	257,875	Budget will be spent
ICT Client	683,377	683,377	683,377	683,377	86,519	763,377	80,000	763,377	763,377	Income from reserves budget removed of £80,000 as Software licences were previously funded from New Homes Bonus reserve, which has now been extinguished.
Internal Audit Client	55,968	55,968	55,968	55,968	21,019	55,968	0	55,968	55,968	Budget will be spent
Council Tax Client	(126,879)	(126,879)	(126,879)	(126,879)	0	(126,879)	0	(126,879)	(126,879)	Budget will be spent
Benefits Client	(470,660)	(470,660)	(470,660)	(470,660)	2,372,850	(470,660)	0	(470,660)	(470,660)	This holds the housing benefits payments and recovery from DWP and further grants from DWP relating to the provision of benefits. There is timing difference between payments made to claimants and income received from Government.
Nndr Cost Of Collection	(107,090)	(107,090)	(107,090)	(107,090)	0	(107,090)	0	(107,090)	(107,090)	This is received at year end
Fraud Client	2,690	2,690	2,690	2,690	0	2,690	0	2,690	2,690	Budget will be spent
Insurances	373,220	373,220	373,220	373,220	537,078	373,220	0	373,220	373,220	Budget will be spent
Debt Recovery Client Acc	(6,140)	(6,140)	(6,140)	(6,140)	(350)	(6,140)	0	(6,140)	(6,140)	Budget will be spent
Benefits New Burden	0	0	0	0	(31,884)	0	0	0	0	Income and Expenditure budgets of £31,884 required for DWP grant
Benefits DHP	0	0	0	0	(42,563)	0	0	0	0	Actioned at year end
Benefits Non Hra	1,020	1,020	1,020	1,020	(41,563)	1,020	0	1,020	1,020	Actioned at year end
HR Client	334,113	334,113	334,113	334,113	57,536	361,518	27,405	361,518	361,518	Increase in budgets of £2,745 required for cost of Group Life Assurance and £24,660 for Shared Service recharge from Watford Borough Council
Salary Contingency	712,285	712,285	712,285	712,285	0	700,035	(12,250)	893,128	1,112,362	Staff Sickness absence budget of £12,250 re-allocated to the Senior Leadership Team
Total	2,725,157	2,825,157	2,825,157	2,825,157	4,254,681	2,887,630	62,473	2,734,572	2,963,658	

P&R Committee Medium Term Revenue Budget Service cont.

Leader	Original Budget 2024/25	Original Budget Plus 2023/24 Carry Forwards	Latest Budget 2024/25	Previous Forecast 2024/25	Spend to Date	Latest Forecast 2024/25	Variance @ P3	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£	£	£	£	£	£	£	
Register Of Electors	36,800	36,800	36,800	36,800	3,197	36,800	0	36,800	36,800	Budget will be spent
District Elections	76,320	76,320	76,320	76,320	150,735	76,320	0	76,320	76,320	Awaiting recharges of May 2024 Parish and PCC elections
Customer Service Centre	949,303	949,303	949,303	949,303	228,130	949,303	0	959,124	961,784	Budget will be spent
Democratic Representation	321,516	321,516	321,516	321,516	97,542	335,951	14,435	335,951	335,951	5% Increase to Members Allowance approved by Full Council 12/12/2023
Customer Contact Programme	6,000	47,055	47,055	47,055	39,580	47,055	0	68,453	68,453	Budget will be spent
Customer Experience	95,468	95,468	95,468	95,468	23,884	95,468	0	99,401	99,401	Budget will be spent
Communication	324,697	324,697	324,697	324,697	75,887	331,697	7,000	331,697	331,697	Staff Sickness absence budget of £7,000 re-allocated for Staff Days
Legal Practice	402,049	402,049	402,049	402,049	126,896	425,019	22,970	410,668	411,333	Income from reserves budget removed of £7,800 as Software licences were previously funded from New Homes Bonus reserve, which has now been extinguished. Increase in Professional Fees - Consulting of £15,000 required due to advise received on current cases and Staff Sickness absence budget of £170 re-allocated to the Senior Leadership Team
Committee Administration	207,249	207,249	207,249	207,249	46,463	210,249	3,000	212,217	214,181	Budget virement of £3,000 Youth Council budget from Leisure Development as Committee Admin will now manage the service
Elections & Electoral Regn	125,815	125,815	125,815	125,815	57,370	142,815	17,000	144,783	146,747	Income from reserves budget removed of £17,000 as Software licences were previously funded from New Homes Bonus reserve, which has now been extinguished.
Parish Elections	0	0	0	0	(1,746)	0	0	0	0	May 2024 awaiting recharges
Parliamentary Elections	0	0	0	0	(138,296)	0	0	0	0	July 2024 Election awaiting recharges
Police Commissioner Election	0	0	0	0	(68,352)	0	0	0	0	May 2021 Election claim currently with Cabinet Office. May 2024 election awaiting recharges
Total	2,545,217	2,586,272	2,586,272	2,586,272	641,290	2,650,677	64,405	2,675,414	2,682,667	
Total Policy and Resources	5,270,374	5,411,429	5,411,429	5,411,429	4,895,971	5,538,307	126,878	5,409,986	5,646,325	

Annex B

P&R Committee Explanations of revenue supplementary estimates, variances to be managed and virements reported this Period

Supplementary estimates

Policy and Resources			2024/25	2025/26	2026/27
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	£	£	£
Office Services	Premises	Increase in Cleaning budget due to paying the Real Living Wage	10,000	10,000	10,000
Three Rivers House	Income	Increase in Rent Buildings due to increase in space leased by the Police, they now occupy part of Lower Ground Floor. Full rent review undertaken.	(35,932)	(35,932)	(35,932)
HR Client	Employees	Increase in cost of Group Life Assurance	2,745	2,745	2,745
	Third Party Payments	Increase in Shared Service recharge from Watford Borough Council	24,660	24,660	24,660
ICT Client	Income Funded from Reserves	Software licences previously funded from New Homes Bonus reserve, which has now been extinguished.	80,000	80,000	80,000
Total Resources			81,473	81,473	81,473
Democratic Representation	Supplies and Services	5% Increase to Members Allowance approved by Full Council 12/12/2023	14,435	14,435	14,435
Elections & Electoral Regn	Income Funded from Reserves	Software licences previously funded from New Homes Bonus reserve, which has now been extinguished.	17,000	17,000	17,000
Legal Practice	Income Funded from Reserves	Software licences previously funded from New Homes Bonus reserve, which has now been extinguished.	7,800	7,800	7,800
Total Leader			39,235	39,235	39,235
Total Policy and Resources			120,708	120,708	120,708

Variances

Policy and Resources			2024/25	2025/26	2026/27
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	£	£	£
Legal Practice	Supplies and Services	Increase in Professional Fees - Consulting required due to advise received on current cases	15,000	-	-
Office Service	Income	Increased Income from Internal recharges for Print & Post	(10,000)	(10,000)	(10,000)
Total Resources			5,000	(10,000)	(10,000)
Total Policy and Resources			5,000	(10,000)	(10,000)

P&R Committee Explanations of revenue supplementary estimates, variances to be managed and virements reported this Period cont.

Virements

Policy & Resources					
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2024/25 £	2025/26 £	2026/27 £
Shared Prosperity Fund	Supplies and services	To spend ringfenced UK Shared Prosperity Fund grant	530,053	-	-
	Income	Receipt of UK Shared Prosperity Fund grant	(530,053)	-	-
Chief Executive	Supplies and Services	Staff Sickness absence budget re-allocated to the Senior Leadership Team	90	90	90
Director of Finance	Supplies and Services	Staff Sickness absence budget re-allocated to the Senior Leadership Team	2,060	2,060	2,060
Associate Director of Strategy, Partnerships & Housing	Supplies and Services	Staff Sickness absence budget re-allocated to the Senior Leadership Team	1,100	1,100	1,100
Salary Contingency Funds	Employees	Staff Sickness absence budget re-allocated to the Senior Leadership Team	(12,250)	(12,250)	(12,250)
Benefits New Burdens	Supplies and services	To spend ringfenced DWP grant	31,884	-	-
	Income	Receipt of DWP grant	(31,884)	-	-
Total Resources			(9,000)	(9,000)	(9,000)
Communications	Supplies and Services	Staff Sickness absence budget re-allocated to the Senior Leadership Team	7,000	7,000	7,000
Legal Practice	Supplies and services	Staff Sickness absence budget re-allocated to the Senior Leadership Team	170	170	170
Committee Admin	Supplies and services	Youth Council budget transferred from Leisure Development as Committee Admin will now manage the service	3,000	3,000	3,000
Total Leader			10,170	10,170	10,170
Total Policy and Resources			1,170	1,170	1,170

Annex C

P&R Medium term capital investment programme

Policy & Resources											
Leader & Resources	Original Budget 2024/25 £	Original Budgets Plus 2023/24 Rephasing £	Latest Budget 2024/25 £	P3 Spend To Date £	Forecast Outturn 2024/25 £	Variance £	Latest Budget 2025/26 £	Proposed 2025/26 £	Latest Budget 2026/27 £	Proposed 2026/27 £	Comments
Professional Fees-Internal	157,590	157,590	157,590	0	157,590	0	157,590	157,590	157,590	157,590	Actioned at year end
Election Equipment	6,000	6,000	6,000	0	6,000	0	6,000	6,000	6,000	6,000	Budget will be spent
Street Lighting	30,000	81,985	81,985	25,350	81,985	0	0	0	0	0	Budget will be spent
Members' IT Equipment	0	0	0	0	0	0	0	0	48,780	48,780	
Rickmansworth Work Hub	3,200	3,200	3,200	0	3,200	0	0	0	0	0	Budget will be spent
ICT-Managed Project Costs	337,551	337,551	337,551	38,558	337,551	0	60,000	60,000	60,000	60,000	Budget will be spent
ShS-Hardware Replace Prog	0	0	0	0	0	0	40,000	40,000	40,000	40,000	
Garage Improvements	150,000	148,410	148,410	(7,275)	148,410	0	150,000	150,000	150,000	150,000	Budget will be spent
ICT Website Development	0	14,870	14,870	0	14,870	0	0	0	0	0	Budget will be spent
ICT Hardware Replacement Prog	114,824	114,824	114,824	0	114,824	0	45,000	45,000	45,000	45,000	Budget will be spent
TRH Whole Life Costing	335,000	427,427	427,427	17,137	427,427	0	170,000	170,000	170,000	170,000	Budget will be spent
Basing House-Whole Life Costing	75,000	75,000	75,000	0	75,000	0	60,000	60,000	60,000	60,000	Budget will be spent
Business Application Upgrade	40,000	40,000	40,000	0	40,000	0	90,000	90,000	90,000	90,000	Budget will be spent
Three Rivers House Transformation	0	15,585	15,585	0	15,585	0	0	0	0	0	Budget will be spent
Sub-total Leader & Resources	1,249,165	1,422,442	1,422,442	73,770	1,422,442	0	778,590	778,590	827,370	827,370	
Major Projects											
Major Projects	Original Budget 2024/25 £	Original Budgets Plus 2023/24 Rephasing £	Latest Budget 2024/25 £	P3 Spend To Date £	Forecast Outturn 2024/25 £	Variance £	Latest Budget 2025/26 £	Proposed 2025/26 £	Latest Budget 2026/27 £	Proposed 2026/27 £	Comments
Property Investment Board	0	0	0	1,077	0	0	0	0	0	0	
Local Authority Housing Fund	0	5,845,025	5,845,025	3,918,550	9,758,225	3,913,200	0	0	0	0	Payment made in March 2024 for acquisition of 11 units in South Oxhey which was delayed until April 2024. Accounting entries applied to rectify this. Budget now required to be transferred from 2023/24 to 2024/25
Sub-total Major Projects	0	5,845,025	5,845,025	3,919,627	9,758,225	3,913,200	0	0	0	0	
Total Policy & Resources	1,249,165	7,267,467	7,267,467	3,993,397	11,180,667	3,913,200	778,590	778,590	827,370	827,370	

Annex D**P&R Explanations of capital variances reported this Period**

Description	Details of Outturn Variances to Latest Approved Budget	2024/25 £	2025/26 £	2026/27 £
Policy & Resources				
LAHF	Payment made in March 2024 for acquisition of 11 units in South Oxhey which was delayed until April 2024. Accounting entries applied to rectify this. Budget now required to be transferred from 2023/24 to 2024/25	3,913,200	0	0
Total Policy & Resources		3,913,200	0	0

Annex E
P&R Key Income Streams

Garages and Shops									
Garages	Month	2021/22		2022/23		2023/24		2024/25	
Rent		£	Volume	£	Volume	£	Volume	£	Volume
	April	(67,120)	18%	(76,062)	17%	(79,962)	18%	(84,907)	8%
	May	(84,598)	18%	(74,883)	17%	(70,669)	16%	(90,903)	7%
	June	(67,303)	18%	(75,841)	16%	(80,973)	16%	(89,983)	8%
	July	(68,901)	17%	(76,597)	16%	(82,085)	14%		
	August	(85,572)	17%	(72,188)	16%	(81,588)	14%		
	September	(66,891)	18%	(74,631)	16%	(81,247)	14%		
	October	(67,979)	17%	(75,002)	16%	(82,104)	14%		
	November	(86,494)	16%	(73,282)	15%	(80,289)	14%		
	December	(69,289)	17%	(74,000)	16%	(82,367)	11%		
	January	(87,711)	17%	(75,231)	16%	(80,210)	9%		
	February	(69,601)	16%	(74,914)	18%	(81,581)	9%		
	March	(69,067)	17%	(72,721)	17%	(80,968)	8%		
	Total	(890,526)		(895,352)		(964,043)		(265,793)	
<p>Comments: The original budget for 2024/25 is £1,107,950. Lower level applied to those in the more difficult to let areas. There are currently 1,056 rentable garages. The void percentage is based on the rentable stock only.</p>									
Shops	Month	2021/22		2022/23		2023/24		2024/25	
Rent		£	Volume	£	Volume	£	Volume	£	Volume
	April	(46,828)	n/a	(46,495)	n/a	(39,495)	n/a	(35,353)	n/a
	May	0	n/a	0	n/a	0	n/a	0	n/a
	June	(30,853)	n/a	(37,853)	n/a	(37,853)	n/a	(71,401)	n/a
	July	(15,250)	n/a	(8,250)	n/a	(8,250)	n/a		
	August	0	n/a	0	n/a	0	n/a		
	September	(38,245)	n/a	(38,244)	n/a	(31,244)	n/a		
	October	(8,250)	n/a	(8,250)	n/a	(14,773)	n/a		
	November	0	n/a	0	n/a	0	n/a		
	December	(37,853)	n/a	(37,853)	n/a	(37,853)	n/a		
	January	(8,250)	n/a	(8,250)	n/a	(8,250)	n/a		
	February	0	n/a	0	n/a	0	n/a		
	March	0	n/a	(7,000)	n/a	(7,017)	n/a		
	Total	(185,528)		(192,195)	0	(184,735)	0	(106,753)	0
<p>Comments: The original 2024/25 budget is £210,000. There are 20 shops in the district which are predominantly let as self repairing leases. Each shop rent is negotiated at the best market rate taking into consideration local factors regarding usage, availability, affordability and community benefit.</p>									