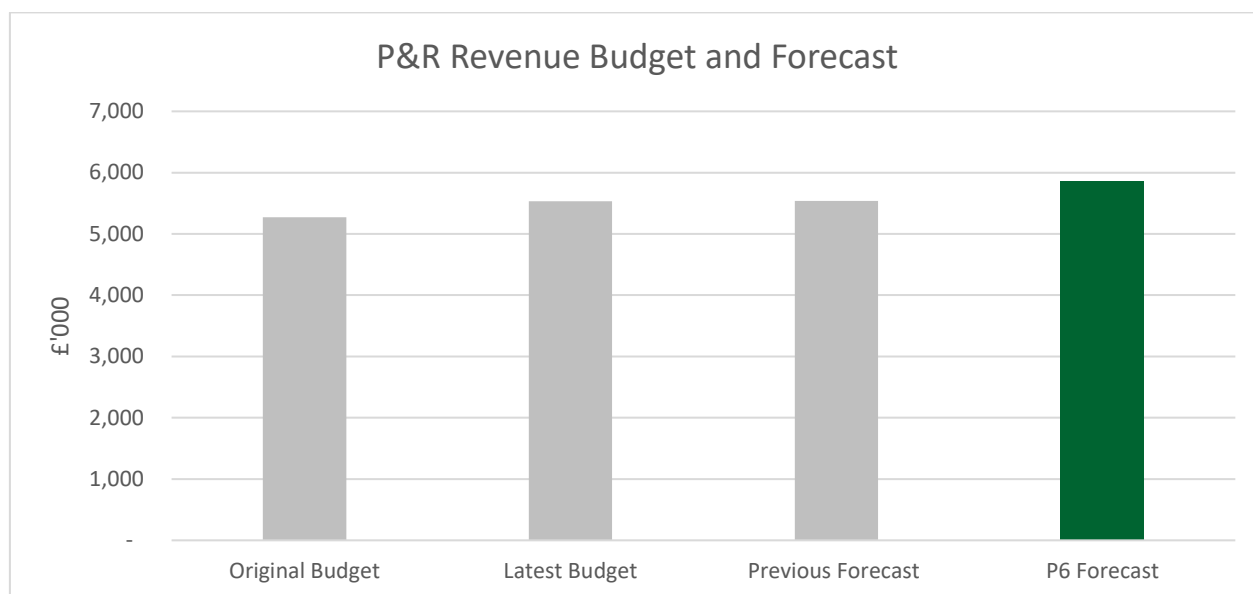


Policy and Resources Committee Detailed Monitoring Report

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 6 which covers the period from 1 July 2024 to 30 September 2024.

Revenue

2. The latest forecast is expenditure of £5.866m against the latest budget of £5.533m. This is an unfavourable variance of £0.333m. The detailed revenue budgets and MTFP forecast is set out in Annex A.



Service Area	Original Budget Plus		Latest Budget £000	Previous Forecast £000	Latest Forecast £000	Variation to Previous Forecast £000	Variation to Latest Budget £000
	Original Budget £000	2023/24 Carry Forwards £000					
Resources and Leader	6,989	7,130	7,264	7,269	7,573	304	309
Garages and Shops	(1,300)	(1,300)	(1,300)	(1,300)	(1,277)	24	24
Investment Properties	(950)	(950)	(950)	(950)	(950)	0	0
Vacancy Provision	(180)	(180)	(180)	(180)	(180)	0	0
Salary Contingency	712	712	700	700	700	0	0
Total	5,270	5,411	5,533	5,538	5,866	328	333

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 £11.181m. A variation of £NIL is reported as budget virements net to zero..
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 September 2024.

Department	Job Title	Comments	Total
Legal & Committee	Senior Committee Officer	Offered	1.00
Total P&R			1.00

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 @ P6	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£	£	£	£	£	£	£	
Corporate Management	150,680	150,680	150,680	150,680	(123,227)	150,680	0	150,680	150,680	Budget will be spent
Major Incident Planning	113,107	113,107	113,107	113,107	57,019	113,107	0	113,904	114,728	Budget will be spent
UK Shared Prosperity Fund	0	0	0	0	(416,919)	0	0	0	0	
West Herts Crematorium	0	0	0	0	1,270,627	0	0	0	0	All spend will be recharged to West Herts Crematorium
Miscellaneous Income & Expend	(341,500)	(341,500)	(341,500)	(341,500)	43,896	(341,500)	0	(341,500)	(341,500)	Budget will be spent
Non Distributed Costs	57,000	57,000	57,000	57,000	882	57,000	0	59,000	59,000	Budget will be spent
Director Of Finance	128,735	128,735	130,795	130,795	61,362	130,795	0	135,026	135,025	Budget will be spent
Miscellaneous Properties	(77,208)	(77,208)	(77,208)	(77,208)	(26,734)	(77,208)	0	(77,208)	(77,208)	Budget will be spent
Office Services	192,810	192,810	202,810	192,810	89,106	192,810	0	190,810	190,810	Budget will be spent
Asset Management - Property Services	798,627	798,627	798,627	798,627	332,905	799,212	585	879,087	880,369	Budget required for Lone Worker Devices
Finance Services	440,080	440,080	440,080	440,080	259,170	440,080	0	435,772	439,212	Budget will be spent
Council Tax Collection	329,467	329,467	329,467	329,467	162,849	329,702	235	330,414	331,115	Budget required for Lone Worker Devices
Benefits & Allowances	681,913	681,913	681,913	681,913	436,341	681,913	0	685,248	687,432	Budget will be spent
NNDR	60,005	60,005	60,005	60,005	21,446	60,005	0	60,005	60,006	Budget will be spent
Revs & Bens Management	41,970	41,970	41,970	41,970	21,010	41,970	0	41,969	41,970	Budget will be spent
Fraud	86,746	86,746	86,746	86,746	44,169	87,096	350	87,096	87,096	Budget required for Lone Worker Devices
Garages & Shops Maintenance	(1,300,150)	(1,300,150)	(1,300,150)	(1,300,150)	(681,717)	(1,276,650)	23,500	(1,276,650)	(1,276,650)	Income budget for garages reduced due to the re-development of 3 sites
Chief Executive	213,754	313,754	313,844	313,844	95,012	313,844	0	213,844	213,844	Budget will be spent

P&R Committee Medium Term Revenue Budget Service cont.

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 @ P6	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£	£	£	£	£	£	£	
Investment Properties	(950,499)	(950,499)	(950,499)	(950,499)	(708,026)	(950,499)	0	(982,225)	(982,225)	Budget will be spent
Performance Mgt & Scrutiny	53,849	53,849	53,849	53,849	24,131	53,849	0	53,849	53,849	Budget will be spent
Debt Recovery	226,406	226,406	226,406	226,406	58,185	226,406	0	223,403	224,810	Budget will be spent
Associate Director Strategy, Partnerships & Housing	109,178	109,178	110,278	110,278	54,802	110,278	0	114,207	114,207	Budget will be spent
Three Rivers House	359,260	359,260	323,328	323,328	345,184	340,898	17,570	340,898	340,898	Increase in NNDR due to revaluation
Basing House	(10,140)	(10,140)	(10,140)	(10,140)	9,170	(10,140)	0	(10,140)	(10,140)	Budget will be spent
Oxhey Drive	10,250	10,250	10,250	10,250	0	9,770	(480)	10,250	10,250	Refuse Collection budget not required this year as building currently unoccupied.
Wimbledon	(200,000)	(200,000)	(200,000)	(200,000)	(294,998)	(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	21,744	14,898	0	14,906	14,919	Budget will be spent
Business App Maintenance	257,875	257,875	257,875	257,875	230,764	257,875	0	257,875	257,875	Budget will be spent
ICT Client	683,377	683,377	763,377	763,377	431,592	802,587	39,210	802,587	802,587	Efficiency savings budget no longer required as saving was obtained through reduction in salaries, which now forms part of the shared service agreement with WBC
Internal Audit Client	55,968	55,968	55,968	55,968	40,769	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)	2,434,270	(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)	296,000	(107,090)	0	(107,090)	(107,090)	This is received at year end
Fraud Client	2,690	2,690	2,690	2,690	1,121	2,690	0	2,690	2,690	Budget will be spent
Insurances	373,220	373,220	373,220	373,220	540,258	542,520	169,300	542,520	542,520	Increase in budget required for Insurance due to the recent
Debt Recovery Client Acc	(6,140)	(6,140)	(6,140)	(6,140)	(375)	(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
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	(180,198)	1,020	0	1,020	1,020	Actioned at year end
HR Client	334,113	334,113	361,518	361,518	218,781	361,518	0	361,518	361,518	Budget will be spent
Salary Contingency	712,285	712,285	700,035	700,035	0	700,035	0	893,128	1,112,362	Awaiting outcome of 2024/25 pay award. Currently with Unions.
Total	2,725,157	2,825,157	2,897,630	2,887,630	5,095,925	3,137,900	250,270	2,985,322	3,214,408	

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 @ P6	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£	£	£	£	£	£	£	
Register Of Electors	36,800	36,800	36,800	36,800	3,251	36,800	0	36,800	36,800	Budget will be spent
District Elections	76,320	76,320	76,320	76,320	244,549	151,970	75,650	76,320	76,320	Increase in budgets required due to increase in costs of holding elections
Customer Service Centre	949,303	949,303	949,303	949,303	443,723	949,303	0	959,124	961,784	Budget will be spent
Democratic Representation	321,516	321,516	335,951	335,951	181,928	337,551	1,600	335,951	335,951	Increase in budget required for member course fees.
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	47,788	95,468	0	99,401	99,401	Budget will be spent
Communication	324,697	324,697	331,697	331,697	154,638	331,697	0	331,697	331,697	Budget will be spent
Legal Practice	402,049	402,049	410,019	425,019	220,292	425,019	0	410,668	411,333	Income and Expenditure budgets of £2,475 required for Legal advice re Affordable Housing Policy from S106 commuted sums
Committee Administration	207,249	207,249	210,249	210,249	104,689	210,249	0	212,217	214,181	Budget will be spent
Elections & Electoral Regn	125,815	125,815	142,815	142,815	90,756	142,815	0	144,783	146,747	Budget will be spent
Parish Elections	0	0	0	0	(1,648)	0	0	0	0	May 2024 awaiting recharges
County Elections	0	0	0	0	0	0	0	0	0	
Parliamentary Elections	0	0	0	0	(29,971)	0	0	0	0	July 2024 Election awaiting recharges
Referendums	0	0	0	0	0	0	0	0	0	
Police Commissioner Election	0	0	0	0	(67,891)	0	0	0	0	May 2021 Election claim currently with Cabinet Office. May 2024 election awaiting recharges
Total	2,545,217	2,586,272	2,635,677	2,650,677	1,431,685	2,727,927	77,250	2,675,414	2,682,667	
Total Policy and Resources	5,270,374	5,411,429	5,533,307	5,538,307	6,527,610	5,865,827	327,520	5,660,736	5,897,075	

Annex B

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

Supplementary estimates

Policy and Resources					
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2024/25 £	2025/26 £	2026/27 £
Garages & Shops Maintenance	Income	Income budget for garages reduced due to the re-development of 3 sites	23,500	23,500	23,500
Three Rivers House	Premises	Increase in NNDR due to revaluation	17,570	17,570	17,570
Insurances	Employees	Increase in budget required for Insurance due to the recent tender process	(6,791)	(6,791)	(6,791)
	Premises		73,407	73,407	73,407
	Transport		32,266	32,266	32,266
	Supplies and Services		70,418	70,418	70,418
Total Resources			210,370	210,370	210,370
Total Policy and Resources			210,370	210,370	210,370

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

Policy and Resources					
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2024/25 £	2025/26 £	2026/27 £
Asset Management - Property	Supplies and Services	Budget required for Lone Worker Devices	585	585	585
Council Tax Collection	Supplies and Services	Budget required for Lone Worker Devices	235	235	235
Fraud	Supplies and Services	Budget required for Lone Worker Devices	350	350	350
Oxhey Drive	Premises	Refuse Collection budget not required this year as building currently unoccupied.	(480)	-	-
ICT Client	Supplies and Services	Efficiency savings budget no longer required as saving was obtained through reduction in salaries, which now forms part of the shared service agreement with WBC	39,210	39,210	39,210
Total Resources			39,900	40,380	40,380
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2024/25 £	2025/26 £	2026/27 £
District Elections	Employees	Increase in budgets required due to increase in costs of holding elections	16,000	-	-
	Premises		14,850	-	-
	Supplies and Services		44,800	0	0
Democratic Representative	Supplies and Services	Increase in budget required for member course fees.	1,600	0	0
Total Leader			77,250	0	0
Total Policy and Resources			117,150	40,380	40,380

Virements

Policy & Resources					
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2024/25 £	2025/26 £	2026/27 £
Legal Practice	Supplies and services	Legal advice re Affordable Housing Policy from S106 commuted sums	2,475	2,475	2,475
	Income	Receipt of S106 funding	(2,475)	(2,475)	(2,475)
Total Leader			0	0	0
Total Policy and Resources			0	0	0

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 £	P6 Spend To Date £	Forecast Outturn 2024/25 £	Variance £	Latest Budget 2025/26 £	Proposed 2025/26 £	Variance £	Latest Budget 2026/27 £	Proposed 2026/27 £	Variance £	Comments
Professional Fees-Internal	157,590	157,590	157,590	0	157,590	0	157,590	157,590	0	157,590	157,590	0	Budget will be spent
Election Equipment	6,000	6,000	6,000	0	6,000	0	6,000	6,000	0	6,000	6,000	0	Budget will be spent
Street Lighting	30,000	81,985	81,985	82,733	81,985	0	0	0	0	0	0	0	Budget will be spent
Members' IT Equipment	0	0	0	0	0	0	0	0	0	48,780	48,780	0	Budget will be spent
Rickmansworth Work Hub	3,200	3,200	3,200	0	3,200	0	0	0	0	0	0	0	Budget will be spent
ICT-Managed Project Costs	337,551	337,551	337,551	123,160	337,551	0	60,000	60,000	0	60,000	60,000	0	Budget will be spent
ShS-Hardware Replace Prog	0	0	0	0	0	0	40,000	40,000	0	40,000	40,000	0	Budget will be spent
Garage Improvements	150,000	148,410	148,410	6,187	148,410	0	150,000	150,000	0	150,000	150,000	0	Budget will be spent
ICT Website Development	0	14,870	14,870	3,850	14,870	0	0	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	0	45,000	45,000	0	Budget will be spent
TRH Whole Life Costing	335,000	427,427	427,427	28,159	427,427	0	170,000	170,000		170,000	170,000		Contract for replacement Air conditioning units has just been awarded for £140K. Fuse Boards at end of life will be replaced this year at £20K. Access Control scoping work due, then will tender.
Basing House-Whole Life Costing	75,000	75,000	75,000	0	10,000	(65,000)	60,000	60,000	0	60,000	60,000	0	Budget transfer to temporary accommodation to facilitate LED lights and urgent end of life installations to include kitchens and bathrooms
Business Application Upgrade	40,000	40,000	40,000	0	40,000	0	90,000	90,000	0	90,000	90,000	0	Budget will be spent
Three Rivers House Transformation	0	15,585	15,585	3,173	15,585	0	0	0	0	0	0	0	Upgrades to Penn Chamber under review
Sub-total Leader & Resources	1,249,165	1,422,442	1,422,442	247,262	1,357,442	(65,000)	778,590	778,590	0	827,370	827,370	0	
Major Projects													
Major Projects	Original Budget 2024/25 £	Original Budgets Plus 2023/24 Rephasing £	Latest Budget 2024/25 £	P6 Spend To Date £	Forecast Outturn 2024/25 £	Variance £	Latest Budget 2025/26 £	Proposed 2025/26 £	Variance £	Latest Budget 2026/27 £	Proposed 2026/27 £	Variance £	Comments
Property Investment Board	0	0	0	1,077	0	0	0	0	0	0	0	0	Budget will be spent
Temporary Accommodation - All Sites	0	0	0	0	65,000	65,000	0	0	0	0	0	0	Budget transfer from Basing House Whole life costing to facilitate LED lights and urgent end of life installations to include kitchens and bathrooms in Lincoln Drive
Local Authority Housing Fund	0	5,845,025	9,758,225	4,035,372	9,758,225	0	0	0	0	0	0	0	Budget will be spent
Sub-total Major Projects	0	5,845,025	9,758,225	4,036,449	9,823,225	65,000	0	0	0	0	0	0	
Total Policy & Resources	1,249,165	7,267,467	11,180,667	4,283,711	11,180,667	0	778,590	778,590	0	827,370	827,370	0	

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				
Basing House - Whole Life Costing	Budget transfer to Temporary Accommodation - All Sites to facilitate LED lights and urgent end of life installations to include kitchens and bathrooms	(65,000)	0	0
Temporary Accommodation - All Sites	Budget transfer from Basing House Whole life costing to facilitate LED lights and urgent end of life installations to include kitchens and bathrooms in Lincoln Drive	65,000	0	0
Total Policy & Resources		0	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%	(94,267)	8%
	August	(85,572)	17%	(72,188)	16%	(81,588)	14%	(89,655)	7%
	September	(66,891)	18%	(74,631)	16%	(81,247)	14%	(90,008)	7%
	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)		(539,723)	

Comments: The original budget for 2024/25 is £1,107,950. Officers are now predicting income of £1,084,450 due to the redevelopment of 3 sites. 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.

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	(4,890)	n/a
	August	0	n/a	0	n/a	0	n/a	0	n/a
	September	(38,245)	n/a	(38,244)	n/a	(31,244)	n/a	(71,808)	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	(183,452)	0

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.