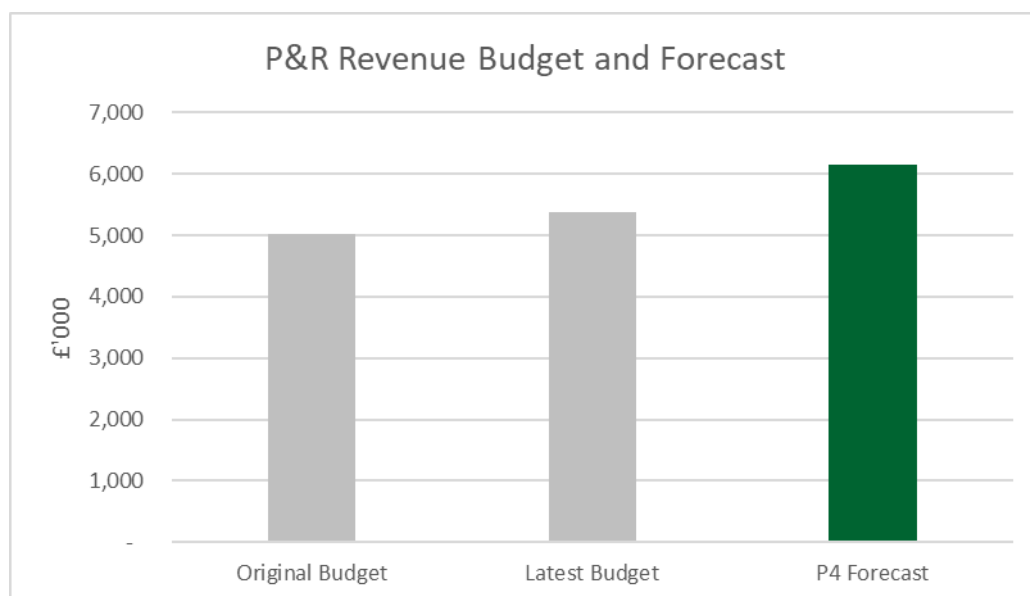


Policy and Resources Committee Detailed Monitoring Report

- This appendix sets out the detailed financial monitoring position for budgets within the scope of the Policy and Resources (P&R) Committee for the 2022/23 financial year. The forecast is based on the position as at Period 4 which covers the period from 1 April 2023 to 31 July 2023.

Revenue

- The latest forecast is net expenditure of £6.158m against the latest budget of £5.369m, a unfavourable variation of £0.789m. The detailed revenue budgets and MTFP forecast is set out in Annex A.



Service Area	Original Budget £000	Latest Budget £000	Yearend Forecast £000	Forecast Variation to Budget £000
Resources and Leader	7,090	7,433	7,611	179
Garages and Shops	(1,169)	(1,169)	(1,169)	0
Investment Properties	(890)	(890)	(930)	(40)
Vacancy Provision	(180)	(180)	(180)	0
Salary Contingency	175	175	825	650
Total	5,026	5,369	6,158	789

- Annex B sets out the main variations to budget.

Income Streams

- The key income streams are detailed in Annex E. All are currently on target to achieve budget income levels in 2023/24.

Capital Investment Programme

- The latest capital investment budget for 2023/24 is £11.241m. A variation of £0.89m is reported.
- 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 31 July 2023.

Department	Job Title	Comments	Total
Customer Service Centre	Customer Service Centre Advanced Representative	Recently advertised	2.00
	Customer Service Centre Representative	Recently advertised	1.00
Revenue & Benefits	Revenues & Benefits Support Officer	Currently advertised	1.00
	Billing Officer	Recently advertised	2.00
	Recovery Officer	Covered by interim	3.00
Legal & Committee	Principal Lawyer (Property & Contracts)	Covered by interim	1.00
	Committee Manager	Covered by secondment	1.00
Asset & Property Management	Property Services Officer	Currently advertised	1.00
	Property and Asset Manager	Currently advertised	1.00
Electoral Services	Committee and Electoral Services Manager	Under Offer	1.00
Total P&R			14.00

Annex A
P&R Committee Medium Term Revenue Budget Service

Policy & Resources								
Resources	Original Budget 2023/24 £	Latest Budget 2023/24 £	Spend to Date £	Forecast Outturn 2023/24 £	Variance @ P4 £	Forecast 2024/25 £	Forecast 2025/26 £	Officer Comments
Corporate Management	150,680	212,980	(27,968)	242,980	30,000	150,680	150,680	Variance to be managed in year of £30,000 due to increase in bank charges expected as a result of increased volumes of online and telephone customer payments by card
Major Incident Planning	106,833	106,833	24,342	106,833	0	106,964	106,964	Budget will be spent
UK Shared Prosperity Fund	0	0	(208,871)	0	0	0	0	Income and Expenditure budgets of £211,936 required for Ringfenced UK Shared Prosperity Fund grant
West Herts Crematorium	0	0	262,244	0	0	0	0	All spend will be recharged to West Herts Crematorium
Miscellaneous Income & Expend	(114,910)	(114,910)	(791,173)	(114,910)	0	(114,910)	(114,910)	Budget will be spent
Non Distributed Costs	255,000	255,000	588	255,000	0	255,000	255,000	Actioned at year end
Director Of Finance	66,703	66,703	28,993	66,703	0	70,896	70,896	Budget will be spent
Miscellaneous Properties	(77,433)	(77,433)	(44,155)	(62,743)	14,690	(77,433)	(77,433)	Supplementary estimate of £14,690 due to Business Rates for Sir James Altham being the responsibility of TRDC whilst the building is empty
Office Services	214,810	214,810	25,439	198,810	(16,000)	198,810	198,810	Budget Virement of £16,000 to Asset Management - Property as security is now being delivered in house
Asset Management - Property Services	411,755	419,755	210,897	438,055	18,300	430,139	430,139	Supplementary estimate of £2,300 due to the Energy Performance Certificate budget being moved from Capital programme as spend identified as revenue costs. Budget Virement of £16,000 from Office Services as security is now being delivered in house
Finance Services	487,002	487,002	184,298	518,002	31,000	503,919	503,919	Budget virement within cost centre of £17,750, £27,000 from Finance Client and £4,000 from fraud to fund the hosting costs of the finance system following upgrade
Council Tax Collection	387,937	387,937	197,037	387,937	0	388,667	388,667	Budget will be spent
Benefits & Allowances	748,587	748,587	336,990	748,587	0	751,260	751,260	Budget will be spent
NNDR	58,898	58,898	10,000	58,898	0	58,898	58,898	Budget will be spent
Revs & Bens Management	39,453	39,453	18,876	39,453	0	39,453	39,453	Budget will be spent
Fraud	81,149	81,149	44,043	77,149	(4,000)	77,149	77,149	Budget virement of £4,000 to finance to fund the hosting costs of the finance system following upgrade
Garages & Shops Maintenance	(1,169,030)	(1,169,030)	(405,911)	(1,169,030)	0	(1,169,030)	(1,169,030)	Budget will be spent
Chief Executive	204,612	354,612	70,461	354,612	0	204,612	204,612	Budget will be spent

P&R Committee Medium Term Revenue Budget Service cont.

Resources	Original Budget 2023/24 £	Latest Budget 2023/24 £	Spend to Date £	Forecast Outturn 2023/24 £	Variance @ P4 £	Forecast 2024/25 £	Forecast 2025/26 £	Officer Comments
Investment Properties	(890,089)	(890,089)	(383,664)	(929,794)	(39,705)	(950,499)	(982,225)	Supplementary estimate of £39,705 extra income due to revised income of £129,090 due as per rental agreements, offset by a budget of £77,376 for management costs and £12,009 bad debt contribution for Lincoln Drive Temporary accommodation which historically were not separated out from the income
Performance Mgt & Scrutiny	50,903	50,903	16,994	50,903	0	50,903	50,903	Budget will be spent
Debt Recovery	233,506	233,506	82,150	233,506	0	234,421	234,421	Budget will be spent
Associate Director Strategy, Partnerships & Housing	100,609	100,609	33,865	100,609	0	104,358	104,358	Budget will be spent
Three Rivers House	359,260	359,260	266,290	359,260	0	359,260	359,260	Budget will be spent
Basing House	(10,140)	(10,140)	4,223	(10,140)	0	(10,140)	(10,140)	Rent charged quarterly
Oxhey Drive	10,250	10,250	8,645	10,250	0	10,250	10,250	Budget will be spent
Wimbledon	(200,000)	(200,000)	(698,049)	(200,000)	0	(200,000)	(500,000)	
Officers' Standby	6,140	6,140	0	6,140	0	6,140	6,140	Budget will be spent
Vacancy Provision	(180,000)	(180,000)	0	(180,000)	0	(180,000)	(180,000)	
Finance Client	21,108	21,108	15,666	(5,892)	(27,000)	(4,535)	(4,535)	Budget virement of £27,000 to finance to fund the hosting costs of the finance system following upgrade
Business App Maintenance	257,875	257,875	211,967	257,875	0	257,875	257,875	Budget will be spent
ICT Client	721,551	755,551	219,291	755,551	0	721,551	721,551	Budget will be spent
Internal Audit Client	55,968	55,968	(11,776)	55,968	0	55,968	55,968	Budget will be spent
Council Tax Client	(126,879)	(126,879)	0	(126,879)	0	(126,879)	(126,879)	Budget will be spent
Benefits Client	(470,660)	(470,660)	7,030,623	(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)	0	(107,090)	0	(107,090)	(107,090)	This is received at year end
Fraud Client	2,690	2,690	897	2,690	0	2,690	2,690	Budget will be spent
Insurances	373,220	373,220	501,805	489,995	116,775	373,220	373,220	Supplementary estimate of £116,775 due to increase in costs of annual insurance policy
Debt Recovery Client Acc	(6,140)	(6,140)	(1,050)	(6,140)	0	(6,140)	(6,140)	Budget will be spent
Benefits New Burden	0	0	(39,760)	0	0	0	0	Income and Expenditure budgets of £49,676 required for Ringfenced DWP grant
Benefits DHP	0	0	0	0	0	0	0	Actioned at year end
Benefits Non Hra	1,020	1,020	(115,537)	1,020	0	1,020	1,020	Actioned at year end
HR Client	334,113	334,113	123,448	334,113	0	334,113	334,113	Budget will be spent
Salary Contingency	175,000	175,000	0	825,000	650,000	1,100,000	1,375,000	Variance to be managed in year of £650,000 due to the pressure from the pay award, this is an estimate based on the current employer offer
Total	2,564,261	2,818,561	7,202,158	3,592,621	774,060	3,430,900	3,374,174	

P&R Committee Medium Term Revenue Budget Service cont.

Leader	Original Budget 2023/24 £	Latest Budget 2023/24 £	Spend to Date £	Forecast Outturn 2023/24 £	Variance @ P4 £	Forecast 2024/25 £	Forecast 2025/26 £	Officer Comments
Register Of Electors	36,800	36,800	17,835	36,800	0	36,800	36,800	Budget will be spent
District Elections	76,320	76,320	133,869	76,320	0	76,320	76,320	May 2023 Election costs to be recharged
Customer Service Centre	876,087	876,087	251,686	876,087	0	886,076	886,076	Budget will be spent
Democratic Representation	307,838	307,838	111,884	321,766	13,928	321,766	321,766	Supplementary estimate due to the increase to Members Allowance approved by Council December 2022 & an additional "Other Group Leader" allowance to be paid following Council decision on 11/7/23
Customer Contact Programme	6,000	80,635	39,580	80,635	0	6,000	6,000	Budget will be spent
Customer Experience	87,324	87,324	29,390	87,324	0	91,213	91,213	Budget will be spent
Communication	322,645	336,195	92,609	337,035	840	326,134	326,134	Budget virement of £840 for Fix & Fit Notice Boards from Decriminalised Parking Enforcement
Legal Practice	407,881	407,881	152,561	407,881	0	408,277	408,277	Budget will be spent
Committee Administration	194,741	194,741	37,763	194,741	0	195,423	195,423	Budget will be spent
Elections & Electoral Regn	146,326	146,326	108,230	146,326	0	146,458	146,458	Income and Expenditure budgets of £42,720 required for Ringfenced Elections New Burdens grant
Parish Elections	0	0	13,882	0	0	0	0	Costs from May 2023 election to be recharged to Parishes
County Elections	0	0	0	0	0	0	0	
Parliamentary Elections	0	0	0	0	0	0	0	
Referendums	0	0	(150)	0	0	0	0	
Police Commissioner Election	0	0	13,347	0	0	0	0	May 2021 Election claim currently with Cabinet Office
Total	2,461,962	2,550,147	1,002,486	2,564,915	14,768	2,494,467	2,494,467	
Total Policy and Resources	5,026,223	5,368,708	8,204,644	6,157,536	788,828	5,925,367	5,868,641	

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	2023/24 £	2024/25 £	2025/26 £
Miscellaneous Properties	Premises	Business Rates for Sir James Altham is the responsibility of TRDC whilst the building is empty	14,690	-	-
Asset Management - Property	Supplies and Services	Energy Performance Certificate budget transferred from Capital programme as identified as revenue spend	2,300	2,000	2,000
Investment Properties	Premises	Management costs of Temporary Accommodation including increase due to inflation, previously offset to income	77,376	-	-
	Supplies and Services	Bad debt contribution for Temporary Accommodation, previously offset to income	12,009	-	-
	Income	Income due as per rental agreements	(129,090)	-	-
Insurances	Employees	Increase in cost of annual Insurance	7,191	-	-
	Premises	Increase in cost of annual Insurance	64,129	-	-
	Transport	Increase in cost of annual Insurance	10,778	-	-
	Supplies and Services	Increase in cost of annual Insurance	34,677	-	-
Total Resources			94,060	2,000	2,000
Democratic Representation	Supplies and Services	Increase to Members Allowance approved by Council December 2022 & an additional other Group Leader allowance to be paid following Council decision on 11/7/23	13,928	13,928	13,928
Total Leader			13,928	13,928	13,928
Total Policy and Resources			107,988	15,928	15,928

Variances

Policy and Resources					
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £	2024/25 £	2025/26 £
Corporate Management	Supplies and Services	Increase in bank charges expected due to increase in volumes of online and telephone customer payments by card	30,000	-	-
Salary Contingency Funds	Employees	Pressure from pay award - estimate based on current employer offer	650,000	650,000	650,000
Total Resources			680,000	650,000	650,000
Total Policy and Resources			680,000	650,000	650,000

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	2023/24 £	2024/25 £	2025/26 £
Shared Prosperity Fund	Supplies and services	To spend ringfenced UK Shared Prosperity Fund grant	211,936	-	-
	Income	Receipt of UK Shared Prosperity Fund grant	(211,936)	-	-
Office Services	Supplies and Services	Security budget to be transferred to Asset Management - Property as this service is being delivered in house	(16,000)	(16,000)	(16,000)
Asset Management - Property	Employees	Security budget transferred from Office Services as service is being delivered in house	16,000	16,000	16,000
Finance Services	Employees	Budget transferred to supplies and services to fund hosting costs of finance system following upgrade	(21,750)	-	-
	Supplies and Services	Budget transferred from Finance Services, Fraud and Finance Client to fund hosting costs of finance system upgrade	52,750	31,000	31,000
Fraud	Supplies and Services	Budget transferred to Finance Services to fund hosting costs of finance system following upgrade	(4,000)	(4,000)	(4,000)
Finance Client	Supplies and Services	Budget transferred to Finance Services to fund hosting costs of finance system following upgrade	(27,000)	(27,000)	(27,000)
Benefits New Burdens	Supplies and services	To spend ringfenced DWP grant	49,676	-	-
	Income	Receipt of DWP grant	(49,676)	-	-
Total Resources			0	0	0
Communications	Premises	Fix & Fit Notice Board budget transferred from Decriminalised Parking Enforcement	840	840	840
Elections and Electoral Regn	Supplies and services	To spend ringfenced Elections New Burdens grant	42,720	-	-
	Income	Receipt of Elections New Burdens grant	(42,720)	-	-
Total Leader			840	840	840
Total Policy and Resources			840	840	840

Annex C

P&R Medium term capital investment programme

Policy & Resources												
Leader & Resources	Original Budget 2023/24 £	Latest Budget 2023/24 £	P4 Spend To Date £	Forecast Outturn 2023/24 £	Variance £	Latest Budget 2024/25 £	Proposed 2024/25 £	Variance £	Latest Budget 2025/26 £	Proposed 2025/26 £	Variance £	Comments
Professional Fees-Internal	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	14,510	0	14,510	0	6,000	6,000	0	6,000	6,000	0	Budget will be spent
Street Lighting Replacement	0	126,735	10,625	126,735	0	0	0	0	0	0	0	Budget will be spent
Members' IT Equipment	79,210	79,210	31,306	79,210	0	16,260	16,260	0	16,260	16,260	0	Budget will be spent
Rickmansworth Work Hub	28,606	28,606	25,406	28,606	0	0	0	0	0	0	0	Budget will be spent
ICT-Managed Project Costs	330,000	330,000	0	330,000	0	240,000	240,000	0	60,000	60,000	0	Budget will be spent
Hardware Replace Prog	0	0	0	0	0	0	0	0	40,000	40,000	0	Budget will be spent
Garage Improvements	150,000	142,709	0	142,709	0	150,000	150,000	0	150,000	150,000	0	Budget will be spent
ICT Website Development	14,870	14,870	0	14,870	0	0	0	0	0	0	0	Budget will be spent
ICT Hardware Replacement Prog	66,200	59,584	0	59,584	0	114,824	114,824	0	45,000	45,000	0	Budget will be spent
TRH Whole Life Costing	170,000	438,845	14,747	527,907	89,062	170,000	170,000	0	170,000	170,000	0	Capital Contribution from Salex towards the cost of the new Air Source Heat Pump being installed at Three Rivers House
Basing House-Whole Life Costing	90,000	109,830	9,094	109,830	0	60,000	60,000	0	60,000	60,000	0	Planned works are currently being reviewed
Business Application Upgrade	20,000	20,000	0	20,000	0	20,000	20,000	0	90,000	90,000	0	Budget will be spent
Three Rivers House Transformation	0	15,585	0	15,585	0	0	0	0	0	0	0	Budget will be spent
Property Information System	0	24,481	12,544	24,481	0	0	0	0	0	0	0	Budget will be spent
Sub-total Leader & Resources	1,112,476	1,562,555	103,722	1,651,617	89,062	934,674	934,674	0	794,850	794,850	0	
Major Projects												
Major Projects	Original Budget 2023/24 £	Latest Budget 2023/24 £	P4 Spend To Date £	Forecast Outturn 2023/24 £	Variance £	Latest Budget 2024/25 £	Proposed 2024/25 £	Variance £	Latest Budget 2025/26 £	Proposed 2025/26 £	Variance £	Comments
South Oxhey Initiative	0	6,934	0	6,934	0	0	0	0	0	0	0	Budget will be spent
South Oxhey Initiative	0	0	0	0	0	0	0	0	0	0	0	Budget will be spent
Property Investment Board	0	9,672,010	3,578,617	9,672,010	0	0	0	0	0	0	0	Budget will be spent
Sub-total Major Projects	0	9,678,944	3,578,617	9,678,944	0	0	0	0	0	0	0	
Total Policy & Resources	1,112,476	11,241,499	3,682,339	11,330,561	89,062	934,674	934,674	0	794,850	794,850	0	

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

Description	Details of Outturn Variances to Latest Approved Budget	2023/24 £	2024/25 £	2025/26 £
Policy & Resources				
Three Rivers House Whole Life Costing	Capital Contribution from Salex towards the cost of the new Air Source Heat Pump being installed at Three Rivers House	89,062	0	0
Total Policy & Resources		89,062	0	0

Annex E
P&R Key Income Streams

Garages and Shops									
Garages	Month	2020/21		2021/22		2022/23		2023/24	
Rent		£	Volume	£	Volume	£	Volume	£	Volume
	April	(74,513)	11%	(67,120)	18%	(76,062)	17%	(79,962)	18%
	May	(53,698)	13%	(84,598)	18%	(74,883)	17%	(70,669)	16%
	June	(107,919)	14%	(67,303)	18%	(75,841)	16%	(80,973)	16%
	July	(71,117)	16%	(68,901)	17%	(76,597)	16%	(82,085)	14%
	August	(70,223)	15%	(85,572)	17%	(72,188)	16%		
	September	(87,870)	15%	(66,891)	18%	(74,631)	16%		
	October	(70,789)	15%	(67,979)	17%	(75,002)	16%		
	November	(88,099)	15%	(86,494)	16%	(73,282)	15%		
	December	(70,203)	16%	(69,289)	17%	(74,000)	16%		
	January	(69,758)	16%	(87,711)	17%	(75,231)	16%		
	February	(69,793)	17%	(69,601)	16%	(74,914)	18%		
	March	(86,210)	17%	(69,067)	17%	(72,721)	17%		
	Total	(920,190)		(890,526)		(895,352)		(313,689)	

Comments: The original budget for 2023/24 is £976,830. Lower level applied to those in the more difficult to let areas. There are currently 1,116 rentable garages. The void percentage is based on the rentable stock only.

Shops	Month	2020/21		2021/22		2022/23		2023/24	
Rent		£	Volume	£	Volume	£	Volume	£	Volume
	April	(66,330)	n/a	(46,828)	n/a	(46,495)	n/a	(39,495)	n/a
	May	31,706	n/a	0	n/a	0	n/a	0	n/a
	June	(38,627)	n/a	(30,853)	n/a	(37,853)	n/a	(37,853)	n/a
	July	(9,727)	n/a	(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	(38,245)	n/a	(38,244)	n/a		
	October	(10,796)	n/a	(8,250)	n/a	(8,250)	n/a		
	November	2,546	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		n/a	0	n/a	(7,000)	n/a		
	Total	(175,576)		(185,528)	0	(192,195)	0	(85,598)	0

Comments: The original 2023/24 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.