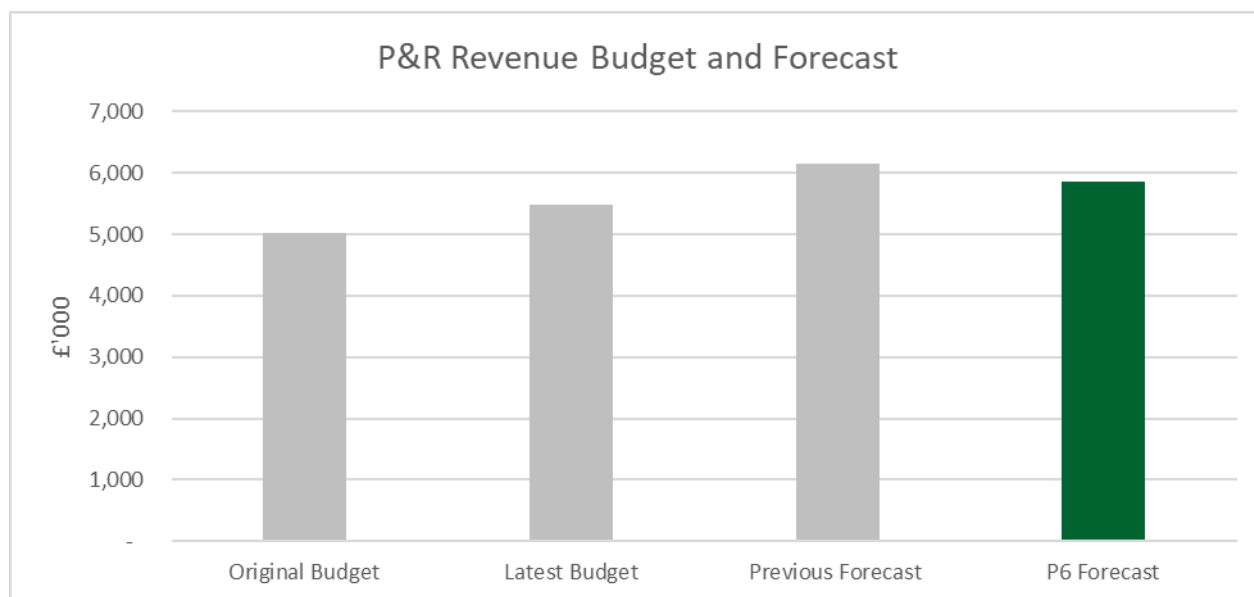


Policy and Resources Committee Detailed Monitoring Report

- 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 Quarter 2 which covers the period from 1 August 2023 to 30 September 2023.

Revenue

- The previous forecast reported at Period 4 was net expenditure of £6.158m. This was a variation to budget of £0.680m. The latest forecast position at Quarter 2 is £5.863m. This is a favourable variance of (£0.294m). The detailed revenue budgets and MTFP forecast is set out in Annex A.



Service Area	Original Budget £000	Latest Budget £000	Previous Forecast £000	Latest Forecast £000	Variation to Previous Forecast £000	Variation to Latest Budget £000
Resources and Leader	7,090	7,581	7,611	7,444	(168)	(138)
Garages and Shops	(1,169)	(1,169)	(1,169)	(1,169)	0	0
Investment Properties	(890)	(930)	(930)	(930)	0	0
Vacancy Provision	(180)	(180)	(180)	0	180	180
Salary Contingency	175	175	825	519	(306)	344
Total	5,026	5,478	6,158	5,863	(294)	386

- 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 £11.330m. A variation of £4.180m 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 30 September 2023.

Department	Job Title	Comments	Total
Legal & Committee	Principal Lawyer (Property & Contracts)	Covered by interim	1.00
	Senior Committee Manager	Not Currently Advertised	1.00
	Committee & Web Officer	Not Currently Advertised	1.00
Asset & Property Management	Property and Asset Manager	Recently advertised	1.00
Electoral Services	Committee and Electoral Services Manager	Under Offer	1.00
Total P&R			5.00

Annex A
P&R Committee Medium Term Revenue Budget Service

Policy & Resources									
Resources	Original Budget 2023/24 £	Latest Budget 2023/24 £	Previous Forecast 2023/24 £	Spend to Date £	Latest Forecast 2023/24 £	Variance @ P6 £	Forecast 2024/25 £	Forecast 2025/26 £	Officer Comments
Corporate Management	150,680	212,980	242,980	(7,507)	242,980	0	150,680	150,680	Budget will be spent
Major Incident Planning	106,833	106,833	106,833	36,963	106,833	0	106,964	106,964	Budget will be spent
UK Shared Prosperity Fund	0	0	0	(180,687)	0	0	0	0	Budget will be spent
West Herts Crematorium	0	0	0	392,791	0	0	0	0	All spend will be recharged to West Herts Crematorium
Miscellaneous Income & Expend	(114,910)	(114,910)	(114,910)	(835,041)	(114,910)	0	(114,910)	(114,910)	Budget will be spent
Non Distributed Costs	255,000	255,000	255,000	882	255,000	0	255,000	255,000	Actioned at year end
Director Of Finance	66,703	66,703	66,703	36,203	66,703	0	70,896	70,896	Budget will be spent
Miscellaneous Properties	(77,433)	(62,743)	(62,743)	(119,660)	(122,743)	(60,000)	(77,433)	(77,433)	Variance to be managed in year of £60,000 due to backdated rent and interest from Telefonica
Office Services	214,810	198,810	198,810	55,170	184,810	(14,000)	194,810	194,810	Variance to be managed in year of £12,500 increased income from internal printing recharges, offset by a reduction in income of £2,500 from external printing work not expected this financial year. £4,000 postage budget no longer required
Asset Management - Property Services	411,755	438,055	438,055	342,376	437,255	(800)	429,339	429,339	Variance to be managed in year of £800 as full publications budget no longer required
Finance Services	487,002	518,002	518,002	184,176	518,002	0	503,919	503,919	Budget will be spent
Council Tax Collection	387,937	387,937	387,937	201,950	367,937	(20,000)	368,667	368,667	Variance to be managed in year of £20,000 as full postage budget no longer required
Benefits & Allowances	748,587	748,587	748,587	347,120	702,587	(46,000)	705,260	705,260	Variance to be managed in year of £23,000 as full postage budget no longer required, £58,000 Agency budget being offered as a saving across both TRDC and WBC. £35,000 WBC (60%) and £23,000 TRDC (40%)
NNDR	58,898	58,898	58,898	2,861	58,898	0	58,898	58,898	Budget will be spent
Revs & Bens Management	39,453	39,453	39,453	20,484	39,453	0	39,453	39,453	Budget will be spent
Fraud	81,149	77,149	77,149	43,939	77,149	0	77,149	77,149	Budget will be spent
Garages & Shops Maintenance	(1,169,030)	(1,169,030)	(1,169,030)	(586,898)	(1,169,030)	0	(1,169,030)	(1,169,030)	Budget will be spent
Chief Executive	204,612	354,612	354,612	114,806	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 £	Previous Forecast 2023/24 £	Spend to Date £	Latest Forecast 2023/24 £	Variance @ P6 £	Forecast 2024/25 £	Forecast 2025/26 £	Officer Comments
Investment Properties	(890,089)	(929,794)	(929,794)	(558,796)	(929,794)	0	(950,499)	(982,225)	Budget will be spent
Performance Mgt & Scrutiny	50,903	50,903	50,903	21,981	50,903	0	50,903	50,903	Budget will be spent
Debt Recovery	233,506	233,506	233,506	87,798	233,506	0	234,421	234,421	Budget will be spent
Associate Director Strategy, Partnerships & Housing	100,609	100,609	100,609	50,797	100,609	0	104,358	104,358	Budget will be spent
Three Rivers House	359,260	359,260	359,260	285,806	359,260	0	359,260	359,260	Budget will be spent
Basing House	(10,140)	(10,140)	(10,140)	5,329	(10,140)	0	(10,140)	(10,140)	Rent charged quarterly
Oxhey Drive	10,250	10,250	10,250	8,645	10,250	0	10,250	10,250	Budget will be spent
Wimbledon	(200,000)	(200,000)	(200,000)	(249,704)	(200,000)	0	(200,000)	(500,000)	
Officers' Standby	6,140	6,140	6,140	6,140	6,140	0	6,140	6,140	Budget will be spent
Vacancy Provision	(180,000)	(180,000)	(180,000)	0	0	180,000	(180,000)	(180,000)	Vacancy saving achieved
Finance Client	21,108	(5,892)	(5,892)	14,517	(5,892)	0	(4,535)	(4,535)	Budget will be spent
Business App Maintenance	257,875	257,875	257,875	212,499	257,875	0	257,875	257,875	Budget will be spent
ICT Client	721,551	755,551	755,551	315,307	741,551	(14,000)	721,551	721,551	Budget will be spent
Internal Audit Client	55,968	55,968	55,968	8,179	51,688	(4,280)	55,968	55,968	Variance to be managed in year of £40,246 adjustment made to reflect agreed charges for 2023/24, offset against Shared Service income adjustment of £35,966
Council Tax Client	(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)	1,618,791	(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)	0	(107,090)	0	(107,090)	(107,090)	This is received at year end
Fraud Client	2,690	2,690	2,690	1,121	2,690	0	2,690	2,690	Budget will be spent
Insurances	373,220	489,995	489,995	502,913	489,995	0	373,220	373,220	Budget will be spent
Debt Recovery Client Acc	(6,140)	(6,140)	(6,140)	(1,125)	(6,140)	0	(6,140)	(6,140)	Budget will be spent
Benefits New Burden	0	0	0	(55,540)	0	0	0	0	Income and Expenditure budgets of £15,780 required for Ringfenced New Burdens grant
Benefits DHP	0	0	0	0	0	0	0	0	Actioned at year end
Benefits Non Hra	1,020	1,020	1,020	(115,537)	1,020	0	1,020	1,020	Actioned at year end
HR Client	334,113	334,113	334,113	138,226	334,113	0	334,113	334,113	Budget will be spent
Salary Contingency	175,000	175,000	825,000	0	518,624	(306,376)	1,100,000	1,375,000	Variance to be managed in year of £306,376 due to current vacancies across the council
Total	2,564,261	2,912,621	3,592,621	2,347,275	3,307,165	(285,456)	3,360,100	3,303,374	

P&R Committee Medium Term Revenue Budget Service cont.

Leader	Original Budget 2023/24 £	Latest Budget 2023/24 £	Previous Forecast 2023/24 £	Spend to Date £	Latest Forecast 2023/24 £	Variance @ P6 £	Forecast 2024/25 £	Forecast 2025/26 £	Officer Comments
Register Of Electors	36,800	36,800	36,800	7,074	36,800	0	36,800	36,800	Budget will be spent
District Elections	76,320	76,320	76,320	154,355	76,320	0	76,320	76,320	May 2023 Election costs to be recharged
Customer Service Centre	876,087	876,087	876,087	372,901	876,087	0	886,076	886,076	Budget will be spent
Democratic Representation	307,838	321,766	321,766	163,705	321,516	(250)	321,516	321,516	Variance to be managed in year of £250 due to Miscellaneous IT Costs budget no longer required
Customer Contact Programme	6,000	80,635	80,635	39,580	80,635	0	6,000	6,000	Budget will be spent
Customer Experience	87,324	87,324	87,324	43,927	87,324	0	91,213	91,213	Budget will be spent
Communication	322,645	337,035	337,035	147,776	337,035	0	326,134	326,134	Budget will be spent
Legal Practice	407,881	407,881	407,881	213,874	407,381	(500)	407,777	407,777	Variance to be managed in year of £500 due to full printing and stationery budget no longer required
Committee Administration	194,741	194,741	194,741	64,469	186,741	(8,000)	195,423	195,423	Variance to be managed in year of £8,000 as full software budget not required this year
Elections & Electoral Regn	146,326	146,326	146,326	100,956	146,326	0	146,458	146,458	Budget will be spent
Parish Elections	0	0	0	14,150	0	0	0	0	Costs from May 2023 election to be recharged to Parishes
County Elections	0	0	0	0	0	0	0	0	
Parliamentary Elections	0	0	0	0	0	0	0	0	
Referendums	0	0	0	(150)	0	0	0	0	
Police Commissioner Election	0	0	0	13,347	0	0	0	0	May 2021 Election claim currently with Cabinet Office
Total	2,461,962	2,564,915	2,564,915	1,335,964	2,556,165	(8,750)	2,493,717	2,493,717	
Total Policy and Resources	5,026,223	5,477,536	6,157,536	3,683,239	5,863,330	(294,206)	5,853,817	5,797,091	

Annex B

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

Variances

Policy and Resources					
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £	2024/25 £	2025/26 £
Miscellaneous Properties	Income	Backdated rent and interest received from Telefonica	(60,000)	0	0
Office Services	Supplies and Services	Full postage budget no longer required	(4,000)	(4,000)	(4,000)
	Income	£12,500 Increased income from internal printing recharges, offset by a reduction in income of £2,500 from external printing work not expected this financial year	(10,000)	0	0
Asset management - Property	Supplies and Services	Full publications budget no longer required	(800)	(800)	(800)
Council Tax Collection	Supplies and Services	Full postage budget no longer required, this budget is not part of the shared service agreement	(20,000)	(20,000)	(20,000)
Benefits & Allowances	Employees	£58,000 Agency budget being offered as a saving across both TRDC and WBC. £35,000 WBC (60%) and £23,000 TRDC (40%)	(58,000)	(58,000)	(58,000)
	Supplies and Services	Full postage budget no longer required, this budget is not part of the shared service agreement	(23,000)	(23,000)	(23,000)
	Income	Reduction in Shared Service Income due to £58,000 Agency budget being offered as a saving across both TRDC and WBC. £35,000 WBC (60%) and £23,000 TRDC (40%)	35,000	35,000	35,000
Internal Audit Client	Third Party Payments	Budget adjusted to reflect agreed charges for 2023/24	(40,246)	0	0
	Income	Shared Service income adjusted to reflect agreed charges for 2023/24	35,966	0	0
ICT	Supplies and Services	Full Software Licence budget no longer required £53,000. Just entered into a new 3 year contract. Full Migration to Cloud budget no longer required £14,000	(67,000)	(20,000)	(20,000)
	Income funded from Reserves	Full Software Licence budget no longer required. Just entered into a new 3 year contract	53,000	20,000	20,000
Other Expenditure	Vacancy Saving	Vacancy saving achieved	180,000	0	0
Salary Contingency Funds	Employees	Full budget no longer required due to in year vacancy savings	(306,376)	0	0
Total Resources			(285,456)	(70,800)	(70,800)

Annex B

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

Variances Cont.

Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £	2024/25 £	2025/26 £
Democratic Representation	Supplies and Services	Miscellaneous IT Costs Budget no longer required	(250)	(250)	(250)
Committee Administration	Supplies and Services	Full Software Purchase budget not required this year	(8,000)	0	0
Legal	Supplies and Services	Full printing and stationery budget no longer required	(500)	(500)	(500)
Total Leader			(8,750)	(750)	(750)
Total Policy and Resources			(294,206)	(71,550)	(71,550)

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 £
Benefits New Burdens	Supplies and services	To spend New Burdens grant	15,780	-	-
	Income	Receipt of New Burdens grant	(15,780)	-	-
Total Resources			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 2023/24 £	Latest Budget 2023/24 £	P6 Spend To Date £	Forecast Outturn 2023/24 £	Variance £	Latest Budget 2024/25 £	Proposed 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	0	157,590	0	157,590	157,590	0	157,590	157,590	0	0	0	0	0	Actioned at year end
Election Equipment	6,000	14,510	8,125	14,510	0	6,000	6,000	0	6,000	6,000	0	0	0	0	0	Budget will be spent
Street Lighting Replacement	0	126,735	34,575	126,735	0	0	0	0	0	0	0	0	0	0	0	Works are progressing and on target
Members' IT Equipment	79,210	79,210	31,306	31,306	(47,904)	16,260	0	(16,260)	16,260	0	(16,260)	0	0	0	0	All equipment now purchased and distributed, no further spend expected this financial year or until 2027/28 or 2028/29
Rickmansworth Work Hub	28,606	28,606	25,406	28,606	0	0	0	0	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	0	0	0	0	Procurement currently ongoing
Hardware Replace Prog	0	0	0	0	0	0	0	0	40,000	40,000	0	0	0	0	0	
Garage Improvements	150,000	142,709	18,106	142,709	0	150,000	150,000	0	150,000	150,000	0	0	0	0	0	Budget will be spent
ICT Website Development	14,870	14,870	0	14,870	0	0	0	0	0	0	0	0	0	0	0	Budget will be spent
ICT Hardware Replacement Prog	66,200	59,584	3,850	59,584	0	114,824	114,824	0	45,000	45,000	0	0	0	0	0	Budget will be spent
TRH Whole Life Costing	170,000	527,907	251,839	527,907	0	170,000	170,000	0	170,000	170,000	0	0	0	0	0	Specification being prepared for the upgrade of the air conditioning units at three Rivers House
Basing House-Whole Life Costing	90,000	109,830	9,094	59,830	(50,000)	60,000	60,000	0	60,000	60,000	0	0	0	0	0	Transfer £50,000 to Waste Services Depot as works to Basing House will not be completed in this financial year
Business Application Upgrade	20,000	20,000	0	20,000	0	20,000	20,000	0	90,000	90,000	0	0	0	0	0	Budget will be spent
Three Rivers House Transformation	0	15,585	0	15,585	0	0	0	0	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	0	0	0	0	Budget will be spent
Sub-total Leader & Resources	1,112,476	1,651,617	394,845	1,553,713	(97,904)	934,674	918,414	(16,260)	794,850	778,590	(16,260)	0	0	0	0	
Major Projects																
Major Projects	Original Budget 2023/24 £	Latest Budget 2023/24 £	P6 Spend To Date £	Forecast Outturn 2023/24 £	Variance £	Latest Budget 2024/25 £	Proposed 2024/25 £	Variance £	Latest Budget 2025/26 £	Proposed 2025/26 £	Variance £	Latest Budget 2026/27 £	Proposed 2026/27 £	Variance £	Comments	
South Oxhey Initiative	0	6,934	0	6,934	0	0	0	0	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	0	0	0	0	
Property Investment Board	0	9,672,010	3,603,215	3,607,038	(6,064,972)	0	0	0	0	0	0	0	0	0	0	£5,851,612 budget virement to Local Authority Housing Fund (LAHF) as match funding under the LAHF grant scheme. Remaining budget no longer required due to no longer acquiring pre-emptions site known as Little Furze
Local Authority Housing Fund	0	0	0	10,343,225	10,343,225	0	0	0	0	0	0	0	0	0	0	£4,491,613 use of Local Authority Housing Fund (LAHF) grant and £5,851,612 budget virement from Property investment Board as match funding under the LAHF grant scheme.
Sub-total Major Projects	0	9,678,944	3,603,215	13,957,197	4,278,253	0	0	0	0	0	0	0	0	0	0	
Total Policy & Resources	1,112,476	11,330,561	3,998,060	15,510,910	4,180,349	934,674	918,414	(16,260)	794,850	778,590	(16,260)	0	0	0	0	

Annex D

P&R Explanations of capital variances reported this Period

Policy & Resources				
Members IT Equipment	All equipment now purchased and distributed, no further spend expected this financial year or until 2027/28 or 2028/29	(47,904)	(16,260)	(16,260)
Property Investment Board	Full budget no longer required due to no longer acquiring pre-emptions site known as Little Furze	(213,360)	0	0
	Budget virement to Local Authority Housing Fund (LAHF) as match funding under the Local Authority Housing Fund grant scheme	(5,851,612)	0	0
Local Authority Housing Fund	Use of Local Authority Housing Fund Grant	4,491,613	0	0
	Budget virement from Property Investment Board as match funding under the Local Authority Housing Fund grant scheme	5,851,612	0	0
Basing House Whole Life Costing	Transfer to Waste Services Depot as works to Basing House will not be completed in this financial year	(50,000)	0	0
Total Policy & Resources		4,180,349	(16,260)	(16,260)

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%	(81,588)	14%
	September	(87,870)	15%	(66,891)	18%	(74,631)	16%	(81,247)	14%
	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)		(476,524)	

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	0	n/a
	September	(38,245)	n/a	(38,245)	n/a	(38,244)	n/a	(31,244)	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	(116,842)	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.