

INFRASTRUCTURE, HOUSING AND ECONOMIC DEVELOPMENT COMMITTEE

16 MARCH 2021

PART I - NOT DELEGATED

5. BUDGET MONITORING – PERIOD 10 (DoF)

1. Summary

1.1 This report covers this Committee's financial position over the medium term (2020 – 2023) as at Period 10 (end of January)

1.2 The Period 10 comprehensive Budget Management report has already been presented to the Policy & Resources Committee at its meeting on 8 March 2021 which sought approval to a change in the Council's 2020 - 2023 medium-term financial plan

2.0 Details

Revenue Budget

2.1 This Committee's 2020/21 latest approved budget is **£1.868 million**. The forecast outturn is now estimated to be **£1.889 million** which results in a service variance of **£0.021 million**.

2.2 The table below shows the 2020/21 latest budget, forecast outturn, spend to date and variance at period 10 for each of the responsibility areas within the Committee's remit.

2020/21 Revenue Account					
		(A)		(B)	(B – A)
Infrastructure, Housing and Economic Development	Original Budget	Latest Budget	Net Spend to Date	Forecast Outturn	Variance
	£000	£000	£000	£000	£000
Housing	569	534	229	535	1
Infrastructure & Planning Policy	567	715	489	767	52
Economic Development	301	619	432	587	(32)
Total	1,437	1,868	1,150	1,889	21

2.3 Explanations of the variances between the latest budget and the forecast outturn are shown in **Appendix 1**.

Capital Programme

2.4 The capital programme has been designed to support and enhance the Council's core services and priorities.

2.5 This Committee's latest 2020/21 capital budget is **£0.934 million**, with the forecast outturn estimated at **£0.747 million** resulting in a variance of **(£0.187) million**. This Committee's Medium Term Capital Investment Programme is shown by scheme at **Appendix 2**.

2.6 The table below shows the 2020/21 latest capital programme budget, forecast outturn, spend to date and variance at period 10 for each of the responsibility areas within the Committee's remit.

Infrastructure, Housing and Economic Development	Original Budget £000	Latest Budget £000	Spend to Date £000	% of budget spent	Forecast Outturn £000	Variance £000
Economic Development	728	455	96	21%	273	(182)
Housing	510	479	127	26%	474	(5)
Total	1,238	934	223	24 %	747	(187)

Income

2.7 Particular income generating items can fluctuate depending on the economic climate, popularity and affordability. The main risks that are considered the most critical and their financial position are shown in the table below.

Service	Income Stream	2020/21 Original Budget £	2020/21 Latest Budget £	2020/21 Actual to date £	2020/21 Forecast Outturn £	2020/21 Variance £
Regulatory Services	Application Fees	(696,420)	(597,887)	(478,149)	(537,887)	60,000
Parking	Penalty Charge Notices	(115,000)	(45,997)	(52,071)	(53,997)	(8,000)
	Pay and Display	(220,000)	(88,667)	(61,410)	(65,667)	23,000

Planning fees - although application numbers remain consistent, income is dependent on the size and type of application.

Parking Enforcement - the COVID-19 pandemic has had a significant impact on parking income streams. Due to the current lockdown it is evident that many people remain home based and a physical presence in the District's businesses, shops and high streets remains limited. This continues to affect the recovery of parking income to previous levels.

2.8 The Council charges its customers for various services by raising debtor invoices. The customer is given 21 days to pay and unless there is a dispute, a reminder is issued. If the debt remains outstanding, then a variety of recovery methods are employed including rearranging the payment terms, stopping the provision of the service or pursuing the debt through legal recovery processes.

2.9 As at 31 January 2021, the total outstanding debt for this Committee was £ 0.138 million. Outstanding debt over a year old is £0.43 million which relates to unpaid rent on temporary accommodation. The Debt Recovery section continue to pursue the debts and negotiate instalment plans in cases of financial hardship.

The table below shows a summary of the outstanding debt by the three main aged categories.

Services	Under 1 Month	Over 1 Month to year	Over a year	Total
	£	£	£	£
Housing- Temporary Accommodation	4,015	71,087	42,925	118,026
Planning	5,712	13,920	12	19,644
Total	9,727	85,007	42,937	137,670

3. Options/Reasons for Recommendation

3.1 The Committee is to note the changes concerning their budget.

4. Policy / Budget Reference and Implications

4.1 In accordance with the Council's financial procedure rules, the revenue and capital budgets will be updated accordingly, if the recommendation from the Policy & Resources Committee is agreed by Council.

4.2 There are no substantial changes to Council policy resulting from this report.

5. Legal, Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, and Health & Safety Implications

5.1 None specific.

6. Financial Implications

6.1 As contained in the report

7. Risk Management and Health and Safety Implications

7.1 None specific.

8. Recommendation

8.1 That Members note & comment on the contents of the report.

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Checked by: Nigel Pollard – Section Head Accountancy

APPENDICES

Appendix 1 Explanations of revenue variances reported this Period
Appendix 2 Medium term capital investment programme

Explanation of Variances reported in this period – Revenue

Infrastructure Housing & Economic Development			
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2020/21 £
Housing Service Needs	Transport	Additional budget to cover staff travel costs	2,890
Rent Deposit Guarantee Scheme	Premises	Full budget not required due to Covid 19 eviction ban which expired in February	(2,110)
Total Housing			780
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2020/21 £
Land & Property Info Section	Supplies and Services	Full budget not required	(500)
	Income	£7k of income not expected due to reduced number of searches, £2k increase in income from property naming.	5,000
Development Management	Transport	Full budget for car mileage not required this financial year due to pandemic	(1,000)
	Supplies and Services	Full Budgets for Protective clothing, Printing & Stationery not required this year	(1,320)
	Income	A reduction on income of £60k for planning fees has been reported. Although planning applications numbers have remain consistent, income is dependent not just on application numbers but also on the size and type of application. Increase in income of £10k from pre application fees	50,000
Development Plans	Employees	Additional Agency Spend	6,970
	Supplies and Services	Increase in budget required due to Sarratt Parish Council no longer contributing to cost of Chilterns Conservation Board	1,260
Hertfordshire Building Control	Employees	Reduction in staff costs due to redeployment of Officer to cover vacant post during pandemic as workloads reduced in first part of 20/21	(11,807)
	Income	Income in Quarter 2 reduced as costs paid by HBC to LA1 due to Covid and reduced staffing resources.	3,774
Total Infrastructure and planning policy			52,377
Energy Efficiency	Supplies and Services	Scheme commenced January 2021, delayed due to Covid 19. Full budget not required for this financial year.	(12,500)
Car Parking	Income	PCN and permit income is projected to increase by (£30.5k). There is a further increase from suspensions and dispensations of (£14.5k). There is a reduction in Pay and Display of £23k. Parking has been suspended from 23rd December 2020 due to the National Lockdown.	(19,120)
Total Economic Development			(31,620)
Total Infrastructure, Housing & Economic Development			21,537

Medium Term Capital Investment Programme

Infrastructure Housing & Economic Development									
<i>Economic Development</i>	Original Budget 2020/21 £	Latest Budget 2020/21 £	P10 Spend To Date £	Forecast Outturn 2020/21 £	Variance £	Proposed 2021/22 £	Draft 2022/23 £	Draft 2023/24 £	Comments
Cycle Schemes	25,000	9,583	3,900	0	(9,583)	64,583	25,000	25,000	Cycling and Walking Strategy not completed so £9,583 to be rephased to 2021/22
Disabled Parking Bays	2,500	1,000	0	1,000	0	2,500	2,500	2,500	Expected underspend, small number of requests in first part of the financial year for advisory disabled parking bays
Controlled Parking	50,000	33,160	0	33,160	0	164,425	50,000	50,000	Croxley Green parking scheme currently being delivered.
Princes Trust-Business Start-up	10,000	10,000	0	10,000	0	10,000	10,000	10,000	A Service Level Agreement is in place, the budget will be spent by year end.
Listed Building Grants	5,000	3,000	0	0	(3,000)	2,500	2,500	2,500	This is a demand led service, no applications received. Budget not required this financial year.
South Oxhey Initiative	0	109,223	78,453	109,223	0	0	0	0	Ongoing project management to ensure the project is delivered fulfilling the Councils objectives. It provides for both internal resource retained for this purpose as well as the wider consultancy team for contract and legal advice. Full budget expected to be spent this year.
Parking Bay & Verge Protection	254,240	100,000	18	0	(100,000)	301,473	40,000	40,000	£12,767 monies transferred to Bus Shelters to cover groundwork costs. Remaining monies £87,233 rephased to 2021/22. 3 schemes expected to be ordered and commenced this year (South Way, Mullions Walk and Barnhurst Path) but substantially completed early next financial year.
Highways Enhancement	147,620	47,620	0	3,236	(44,384)	194,384	50,000	50,000	Remaining monies to be used for Ebury Way improvements (final quote awaited) and Delta Gain (awaiting landowner consents) but works not expected to be substantially completed this year. £44,384 rephased to 2021/22.
Bus Shelters	9,000	19,580	0	32,347	12,767	9,000	9,000	9,000	Budget moved from Parking Bay & Verge Protection to cover increased verge ground works. 2 shelters ordered (South Way and A405), works due to commence in March.
Retail Parades	135,780	48,115	0	10,115	(38,000)	188,000	30,000	30,000	Abbots Langley Welcome signage and Croxley Green Wayfinding project ordered and expected to be delivered this financial year. Remaining monies for Delta Gain retail parade refurbishment, however, landowner consent still awaited. Rephase £38k to 2021/22
Carbon Neutral Council	0	4,000	0	4,000	0	0	0	0	
Rickmansworth Work Hub	39,000	0	0	0	0	39,000	0	0	
Car Park Restoration	10,000	10,000	0	10,000	0	10,000	35,000	35,000	Car park Inspection due to take place which will identify required works
Estates, Paths & Roads	20,000	20,000	11,157	20,000	0	20,000	20,000	20,000	Planned works South Oxhey Playing Fields
TRDC Footpaths & Alleyways	20,000	20,850	2,950	20,850	0	40,000	25,000	25,000	Budget will be spent
Integration of Firmstep to uniform Licensing applications	0	19,000	0	19,000	0	0	0	0	Ongoing project
Total	728,140	455,131	96,478	272,931	(182,200)	1,045,865	299,000	299,000	
<i>Housing</i>	Original Budget 2020/21 £	Latest Budget 2020/21 £	P10 Spend To Date £	Forecast Outturn 2020/21 £	Variance £	Proposed 2021/22 £	Draft 2022/23 £	Draft 2023/24 £	Comments
Disabled Facilities Grant	500,000	474,108	126,759	474,108	0	500,000	586,000	586,000	£132k of adaptations have been approved and have commenced. However it is unlikely that the full budget will be spent in the year as for the first 3 months of this year adaptations were unable to take place due to Covid19.
Home Repairs Assistance	10,000	5,000	0	0	(5,000)	10,000	10,000	10,000	Demand led service, no applications received to date. Budget not required this year
Total	510,000	479,108	126,759	474,108	(5,000)	510,000	596,000	596,000	
Total Infrastructure Housing & Economic Development	1,238,140	934,239	223,237	747,039	(187,200)	1,555,865	895,000	895,000	