

## PART I - DELEGATED

## 5. BUDGET MONITORING – PERIOD 4 (DoF)

### 1. Summary

- 1.1 This report covers this Committee's financial position over the medium term (2020 – 2023) as at Period 4 (end of July)
- 1.2 The Period 4 comprehensive Budget Management report has already been presented to the Policy & Resources Committee at its meeting on 7 September 2020 which sought approval to a change in the Council's 2020 - 2023 medium-term financial plan.

### 2. Details

#### Revenue Budget

- 2.1 This Committee's 2020/21 latest approved budget is **£6.246 million**. The forecast outturn is now estimated to be **£5.997 million** which results in a service variance of **£0.249 million**.
- 2.2 The table below compares the latest budget to the forecast outturn and shows the variance for each responsibility area within this Committee's remit. It also shows the spend to date up to the end of July (Period 4).

2020/21 Revenue Account					
		(A)		(B)	(B – A)
Leisure, Environment & Community	Original Budget	Latest Budget	Net Spend to Date	Forecast Outturn	Variance
	£000	£000	£000	£000	£000
Community Safety & Partnership	956	1061	147	1,105	44
Leisure	1,589	2,531	524	2,468	(63)
Environmental Services	2,039	2,654	378	2,424	(230)
<b>Total</b>	<b>4,585</b>	<b>6,246</b>	<b>1,049</b>	<b>5,997</b>	<b>(249)</b>

- 2.3 The detail of comparing the latest budget to the forecast outturn together with an explanation of the variances is 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 **£2.772 million**. The forecast outturn at Period 4 is **£2.775 million** resulting in a variance of **£0.003 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 4 for each of the responsibility areas within the Committee's remit.

<b>Leisure, Environment &amp; Community</b>	<b>Original Budget £000</b>	<b>Latest Budget £000</b>	<b>Spend to Date £000</b>	<b>% of budget spent</b>	<b>Forecast Outturn £000</b>	<b>Variance £000</b>
Community Safety & Partnership	45	29	0	0	9	(20)
Leisure	344	523	37	7%	536	13
Environmental Services	1,680	2,220	60	4%	2,230	10
<b>Total</b>	<b>2,069</b>	<b>2,772</b>	<b>97</b>	<b>3.5%</b>	<b>2775</b>	<b>3</b>

## 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. It should be noted that the income receivable from the Services below is not linear and are subject to peaks and troughs throughout the financial year.

<b>Service</b>	<b>Income Stream</b>	<b>2020/21 Original Budget £</b>	<b>2020/21 Latest Budget £</b>	<b>2020/21 Actual to date £</b>	<b>2020/21 Forecast Outturn £</b>	<b>2020/21 Variance £</b>
Leisure	Watersmeet	(693,100)	(547,100)	(22,090)	(516,558)	30,542
	Licenses	(234,040)	(234,040)	(94,443)	(218,810)	15,230
Environmental	Trade Waste	(749,187)	(343,587)	(310,999)	(573,587)	(230,000)
	Garden Waste	(982,600)	(975,320)	(977,222)	(977,222)	0
	Clinical Waste	(112,480)	(75,147)	(40,886)	(75,147)	0
	Cemeteries	(191,530)	(191,530)	(61,162)	(191,530)	0

- 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 July 2020, the total outstanding debt for this Committee was £ 0.174 million. Debts less than a month old total £0.017 million and it is considered that this sum will be recovered. Outstanding debt over a year old is £0.004 million.

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

<b>Services</b>	<b>Under 1 Month</b>	<b>Over 1 Month to year</b>	<b>Over a year</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Community Partnerships	0	12,500	0	<b>12,500</b>
Environmental	16,920	140,097	3,672	<b>160,690</b>
Leisure	500	121	348	<b>969</b>
<b>Total</b>	<b>17,420</b>	<b>152,718</b>	<b>4,020</b>	<b>174,159</b>

## 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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## **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

Leisure, Environment & Community			2020/21	2021/22	2022/23
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	£	£	£
Corporate Climate Change	Supplies and Services	Transfer from Sustainability projects to fund climate change officer	29,160	14,580	14,580
Licensing	Income	Licensing income are projected to reduce by £15k due to the reduction over the last 2 years in vehicle applications. This has further been exacerbated by the Covid 19 pandemic.	15,480	0	0
	Transport	Saving on employee travel costs as staff continue to work from home	(250)	0	0
Watersmeet	Staffing	Additional temporary Staff saving from being closed April - August	(8,321)	0	0
	Premises	Additional £2k saving on electricity bill April-August	(2,000)	0	0
	Supplies and Services	Savings on films and shows as there have been no shows from April to August	(12,750)	0	0
	Income	Reduction in income from bar sales, films and shows £20.5k and £10k reduction in rental income as a tenant has moved out	30,542	0	0
Trees & Landscapes	Travel	Reduced spend expected as essential user mileage due to the lockdown	(2,000)	0	0
	Supplies and Services	Reduced spend on equipment as staff continue to work remotely.	(1,000)	0	0
Play rangers	Staffing	Savings on staff overtime and temporary staffing budgets due to play schemes not running as a result of COVID19	(10,325)	0	0
Sports Development- Sports projects		Saving of £2k on costs relating to the cancellation of Active Families .	(1,800)	0	0
Croxley Green Skateboard Park	Supplies and Services	Saving of £1k due to savings on equipment and furniture as staff continue to work from home.	(1,250)	0	0
	Staffing	Reduced spend and income on temporary staffing and equipment and furniture due to cancellation of Skate Jam and Supervised Skate Park has resulted in no further spend on equipment.	(8,920)	0	0
	Supplies and Services		(2,630)	0	0
Active Community Development Fund	Income		940	0	0
	Premises	Budget previously reduced as part of P3 Covid 19- a further £2k Is required for hire of rooms to enable the delivery of some activities as lockdown eases	2,000	0	0
	Supplies and Services	Reduction in cost of advertising as activities have been placed on hold since April	(3,500)	0	0
	Income	Reduction in income target due to the lockdown.	850	0	0

Leisure, Environment & Community			2020/21	2021/22	2022/23
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	£	£	£
Abbots Langley Project	Employees	This budget is no longer required as the post is funded from S106 and National Heritage Lottery Fund.	(42,650)	(43,970)	(43,970)
Domestic Refuse	Income	£1k loss of income due to outlets selling nappy sacks being closed during COVID. £3k budget write off as income is no longer expected.	4,040	0	0
Trade Refuse	Supplies and Services	Budget moved from Kerbside recycling to Trade Refuse to cover the trade element of cost of disposal.	4,400	4,400	4,400
		Revised income reported on trade waste following a review of the income received to date, the impact of COVID19 was not as high as previously estimated.	(230,000)	0	0
Recycling General	Income	Income expected from textile bank is reduced due to a lower contract rate, however due to COVID it's unlikely we will receive any income this year	11,910	0	0
Garden Waste			(11,000)	0	0
Waste Management		Transport subsidy payment from Hertfordshire County Council	(6,000)	0	0
Kerbside Recycling	Supplies and Services	Budget moved from Kerbside recycling to Trade Refuse to cover the trade element of cost of disposal.	(4,400)	(4,400)	(4,400)
		<b>TOTAL</b>	<b>(249,474)</b>	<b>(29,390)</b>	<b>(29,390)</b>

## Medium Term Capital Investment Programme

Leisure, Environment & Community								
<i>Community Safety &amp; Partnership</i>	Original Budget 2020/21 £	Latest Budget 2020/21 £	P4 Spend To Date £	Forecast Outturn 2020/21 £	Variance £	Forecast 2021/22 £	Forecast 2022/23 £	Comments
ASB Casework Management System	18,750	0	0	0	0	18,750	0	ASB Casework Management System rephased to 2021-22 - but could be a saving if Police system is viable for longer - pending Procurement work by HCC & Herts Constabulary.
Capital Grants & Loans	20,000	23,793	0	3,793	(20,000)	20,000	20,000	Budget Transferred to Improve Play Area - Future Schemes.
Community CCTV	6,000	6,000	0	6,000	0	6,000	6,000	Budget will be spent
<b>Total</b>	<b>44,750</b>	<b>29,793</b>	<b>0</b>	<b>9,793</b>	<b>(20,000)</b>	<b>44,750</b>	<b>26,000</b>	
<i>Leisure</i>	Original Budget 2020/21 £	Latest Budget 2020/21 £	P4 Spend To Date £	Forecast Outturn 2020/21 £	Variance £	Forecast 2021/22 £	Forecast 2022/23 £	Comments
Countryside Management	10,000	10,000	0	10,000	0	10,000	10,000	Budget Committed
Aquadrome	21,000	21,000	17,043	21,000	0	21,000	22,500	Planned works to the power supply at the toilets near the Ski Club. A site survey of utilities to be commissioned.
Allotments	5,000	10,000	1,684	3,000	(7,000)	5,000	5,000	All planned works have been completed - some additional work will be completed in the autumn. The budget had been rolled from earlier years awaiting a review of the allotment sites. This is budget saving.
Scotsbridge-Chess Habitat	0	11,390	0	11,390	0	0	0	Dependant on the Environment Agency availability
Watersmeet External Roof Access	55,750	55,750	0	55,750	0	0	0	Procurement process has commenced. Full budget is expected to be spent.
Watersmeet Stg Light Replace	64,000	64,000	0	64,000	0	48,000	0	Preferred bidder identified and standstill letters issued. Project expected to commence in September. Full budget is expected to be spent.
South Oxhey Leisure Centre	6,000	9,155	2,251	9,155	0	0	0	Budget for Legal fees for South Oxhey Leisure Centre redevelopment.
Leisure Facilities Improvement	25,000	30,985	0	30,985	0	0	0	The budget will be used for the decommissioning/mothballing of the pool.
Open Space Access Improvements	50,000	123,000	3,412	123,000	0	50,000	50,000	£70,000 committed to the project at the Horses' Field. Remaining budget to be used on a number of projects including improved signage across the parks and open spaces.
Improve Play Area-Future Schemes	50,000	82,480	0	110,980	28,500	100,000	100,000	£20k budget transfer from Capital Grants & Loans and £8.5k from Cassiobridge Play Area Refurbishment. Progress has been slow on a number of projects given the impact of Covid 19. A number of projects are funded from HS2 and S106 monies.

<b>Leisure</b>	<b>Original Budget 2020/21 £</b>	<b>Latest Budget 2020/21 £</b>	<b>P4 Spend To Date £</b>	<b>Forecast Outturn 2020/21 £</b>	<b>Variance £</b>	<b>Forecast 2021/22 £</b>	<b>Forecast 2022/23 £</b>	<b>Comments</b>
Aquadrome-Whole Life Costing	10,000	27,354	7,950	27,354	0	10,000	11,000	Planned works to the power supply at the toilets near the Ski Club. A site survey of utilities to be commissioned.
Watersmeet-Whole Life Costing	15,000	23,000	0	23,000	0	15,000	20,000	Roof replacement to be carried out during summer months - full budget to be spent by end of year.
Pavilions-Whole Life Costing	10,000	12,316	0	12,316	0	10,000	11,000	A review of usage of the Pavilions is underway. Future use to be reviewed by the end of 2020
Watersmeet - Hot Water pipework replacement	0	1,898	1,810	1,898	0	0	0	Retention monies to be paid this year. Full budget to be spent.
The Swillett - Play area Refurbishment	18,880	26,221	3,377	26,221	0	0	0	Project completed - 6 months defects ,inspection and retention fee to be paid.
Cassiobridge Play Area Refurbishment	4,030	14,153	0	5,653	(8,500)	0	0	£8.5k budget to be moved to Improve Play areas - Future Schemes, towards additional fencing costs for the Primrose Hill Play Area Project.
<b>Total</b>	<b>344,660</b>	<b>522,702</b>	<b>37,527</b>	<b>535,702</b>	<b>13,000</b>	<b>269,000</b>	<b>229,500</b>	
<b>Environmental Services</b>	<b>Original Budget 2020/21 £</b>	<b>Latest Budget 2020/21 £</b>	<b>P4 Spend To Date £</b>	<b>Forecast Outturn 2020/21 £</b>	<b>Variance £</b>	<b>Forecast 2021/22 £</b>	<b>Forecast 2022/23 £</b>	<b>Comments</b>
Waste Plant & Equipment	25,000	29,996	13,855	29,996	0	25,000	25,000	Budget will be fully spent
Waste Services Depot	1,000,000	1,335,672	2,600	1,335,672	0	0	0	Scheme is scheduled for completion by January 2021
Bulk Domestic Waste	20,000	21,528	15,544	31,528	10,000	35,000	40,000	Budget required for bin replacements. New bin are required for new Flats.
Waste & Recycling Vehicles	500,000	311,110	0	311,110	0	1,340,000	400,000	£340k has already been rephased to 2020/21 due to delay in the purchase of two recycling vehicles.
Street Furnishings	10,000	10,000	0	10,000	0	15,000	15,000	Budget will be fully spent.
Paladin Bins	25,000	29,121	18,080	29,121	0	30,000	60,000	Budget will be fully spent.
Energy Performance Certificate	2,000	5,000	0	5,000	0	2,000	2,000	A programme of works has been started on all TRDC assets.
Cemetery-Whole Life Costing	5,000	6,697	0	6,697	0	5,000	5,000	Works to the memorial garden and new signage planned.
Replacement Ground Maintenance Vehicle	93,000	470,590	9,500	470,590		40,000	280,000	Budget will be fully spent - tendering delayed due to Covid19, on-going process.
<b>Total</b>	<b>1,680,000</b>	<b>2,219,714</b>	<b>59,579</b>	<b>2,229,714</b>	<b>10,000</b>	<b>1,492,000</b>	<b>827,000</b>	
<b>Total Leisure, Environment &amp; Community</b>	<b>2,069,410</b>	<b>2,772,209</b>	<b>97,106</b>	<b>2,775,209</b>	<b>3,000</b>	<b>1,805,750</b>	<b>1,082,500</b>	