

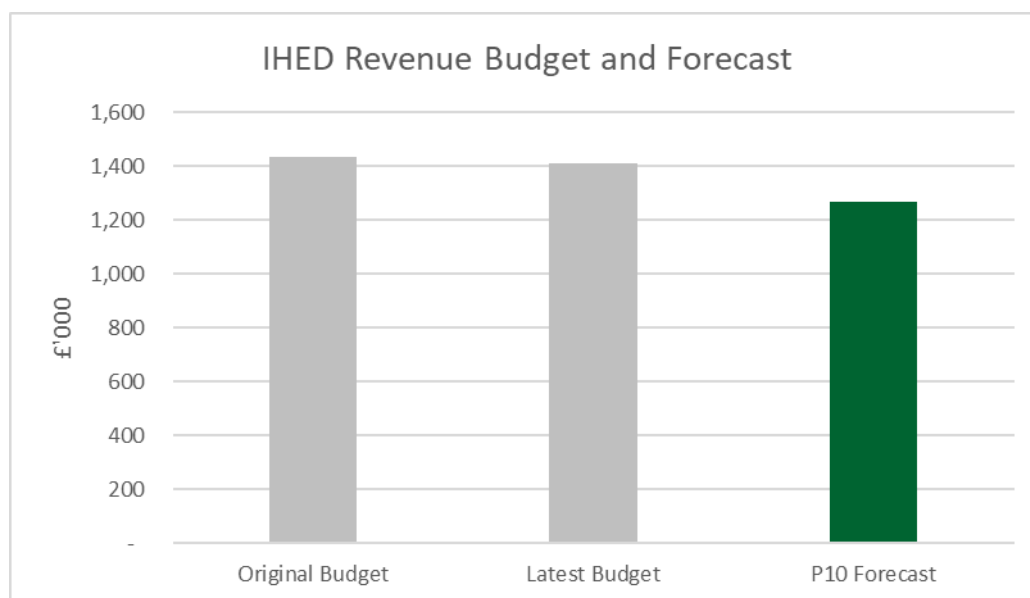
Infrastructure, Housing and Economic Development Committee Detailed Monitoring Report

Overview

1. This appendix sets out the detailed financial monitoring position for budgets within the scope of the Infrastructure, Housing and Economic Development (IHED) Committee. The forecast is based on the position as at Period 10 which covers the period from 1 October 2022 to 31 January 2023.

Revenue

2. The latest forecast is net expenditure of £1.270m against the latest budget of £1.409m, a variation of (£0.139m). 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
Housing	479	347	273	(75)
Infrastructure and Planning Policy	562	511	418	(94)
Economic Development	395	550	580	30
Total	1,436	1,409	1,270	(139)

3. Annex B sets out the main variations to budget.

4. Income Streams

The key income streams are detailed in Annex E. All are currently on target to achieve budget income levels in 2022/23, with application fees predicted to exceed the budget by £100,000 due to an increase in planning applications.

Capital Investment Programme

5. The latest capital investment programme for 2022/23 is £2.241m. A variation of (£0.735m) is reported which includes rephasing of projects of £0.510m into 2023/24.
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. There are no service impacts to report as a result of current vacancies.
8. The following table sets out the vacancies as at 31 January 2023.

Department	Job Title	Comments	Total
Economic and Sustainable Development	Senior Planning Officer	Covered by Interim	1.00
Regulatory Services	LA1 Contract Management Support Officer	Not currently advertised	0.61
	Senior Transport Planner	Recently advertised	1.00
Housing	Housing Apprentice	Not currently advertised	1.00
Total IHED			3.61

**Annex A
IHED Committee Medium Term Revenue Budget Service**

Infrastructure Housing & Economic									
Housing	Original Budget 2022/23 £	Latest Budget 2022/23 £	Spend to Date £	Forecast Outturn 2022/23 £	Variance @ P10 £	Forecast 2023/24 £	Forecast 2024/25 £	Forecast 2025/26 £	Officer Comments
Housing Services Needs	494,350	456,692	480,577	456,692	0	501,198	512,455	512,455	Budget will be spent
Rent Deposit Guarantee Scheme	5,110	5,110	0	2,110	(3,000)	5,110	5,110	5,110	Demand led service, full budget not required this year
Homelessness General Fund	(131,770)	(222,770)	(946,425)	(236,045)	(13,275)	(176,770)	(176,770)	(176,770)	Full Hire of Accommodation budget not required this year due to reduced usage of nightly lets and efficient use of our own temporary accommodation
Housing Associations	(5,000)	(5,000)	(2,500)	(5,000)	0	(5,000)	(5,000)	(5,000)	Income will be received by year end
Refugees	0	0	(110,997)	0	0	0	0	0	Ring-fenced grant monies
Env Health - Residential Team	116,255	113,352	34,733	54,852	(58,500)	70,097	71,314	71,314	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Budget not required this year for Dirty Premises £2,000 and PHLSS Samples £1,500
Total	478,945	347,384	(544,611)	272,609	(74,775)	394,635	407,109	407,109	

Infrastructure & Planning Policy	Original Budget 2022/23 £	Latest Budget 2022/23 £	Spend to Date £	Forecast Outturn 2022/23 £	Variance @ P10 £	Forecast 2023/24 £	Forecast 2024/25 £	Forecast 2025/26 £	Officer Comments
Land & Property Info Section	(1,950)	7,247	22,940	21,090	13,843	6,987	(129)	(7,660)	Reduction in income of £20,000 for search fees as the cost of living crisis is affecting house sales/moves, offset by increased income of £3,870 from Property Naming and £2.287 for Gazetteer improvements
Street Naming & Numbering	7,130	7,130	3,235	7,130	0	7,130	7,130	7,130	Budget will be spent
Development Management	133,707	(23,612)	(307,441)	(164,052)	(140,440)	263,664	273,005	273,005	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. £10,000 Additional costs for legal advice on pending appeals and for Counsel's Public Inquiry appeal preparation, offset by full budget not required on Printing and Stationery £500, Scanning £3,000 and Subsistence £200. £11,050 budget transferred from Development Planning and £30k increased income received for pre application fees. Increased income received for planning application fees of £100,000 and increased income received from CIL of £48,000
Director Community & Env Servs	130,550	136,485	111,228	131,515	(4,970)	130,211	130,118	130,118	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Development Plans	302,255	388,173	182,915	425,933	37,760	298,293	299,821	299,821	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed. Budget of £11,050 for Pre-Application Advice transferred to Development Management
Hertfordshire Building Control	(9,487)	(3,945)	(22,750)	(3,945)	0	(4,323)	(4,323)	(4,323)	Budget will be spent
HS2 Planning	0	0	(2,145)	0	0	0	0	0	
Total	562,205	511,478	(12,018)	417,671	(93,807)	701,962	705,622	698,091	

IHED Committee Medium Term Revenue Budget Service cont.

Economic Development	Original Budget 2022/23	Latest Budget 2022/23	Spend to Date	Forecast Outturn 2022/23	Variance @ P10	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26	Officer Comments
	£	£	£	£	£	£	£	£	
Energy Efficiency	19,500	27,462	0	27,462	0	19,500	19,500	19,500	Budget will be spent
Sustainability Projects	3,000	3,000	152	152	(2,848)	3,000	3,000	3,000	Grants and Contributions budget of £2,000 not required this year due to securing of external grants. Full ISO 14001 budget of £848 not required this year
Decriminalised Parking Enf	73,640	196,544	123,991	204,844	8,300	92,369	92,369	92,369	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Reduced income of £17,000 on Off Street - Pay & Display as use of TRDC car parks have not returned to pre pandemic levels, due to behaviour change of commuters/work patterns.
Car Parking-Maintenance	115,070	115,070	106,582	115,070	0	96,690	96,690	96,690	Budget will be spent
Dial A Ride	40,000	40,000	48,220	64,680	24,680	40,000	40,000	40,000	Additional service costs to retain Dial A Ride service for first 6 months of 22/23
Sustainable Travel Schemes	1,500	22,500	11,485	22,500	0	1,500	1,500	1,500	Budget will be spent
Better Buses Fund	93,359	93,359	0	93,359	0	93,359	93,359	93,359	Budget will be spent
Public Conveniences	4,200	3,600	3,000	3,600	0	3,600	3,600	3,600	Budget will be spent
GIS Officer	45,075	48,720	40,329	48,355	(365)	50,161	51,053	51,053	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Total	395,344	550,255	333,759	580,022	29,767	400,179	401,071	401,071	
Total Infrastructure Housing & Economic Development	1,436,494	1,409,117	(222,870)	1,270,302	(138,815)	1,496,776	1,513,802	1,506,271	

Annex B

IHED Committee Explanations of revenue variances reported this Period

Infrastructure, Housing & Economic Development			
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2022/23 £
Deposit Guarantee Scheme	Premises	Demand led service, full budget not required this year	(3,000)
Homelessness General Fund	Premises	Full Hire of Accommodation budget not required this year due to reduced usage of nightly lets and efficient use of our own temporary accommodation	(19,775)
	Income	Reduction in Hire of Accommodation budget due to reduced usage of nightly lets and efficient use of our own temporary accommodation	6,500
Env Health - Residential Team	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	(55,000)
	Supplies and Services	Budget not required this year for Dirty Premises £2,000 and PHLS Samples £1,500	(3,500)
Total Housing			(74,775)
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2022/23 £
Land & Property Info Section	Income	Reduction in income of £20,000 for search fees as the cost of living crisis is affecting house sales/moves, offset by increased income of £3,870 from Property Naming and £2.287 for Gazetteer improvements	13,843
Development Management	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	42,310
	Supplies and Services	£10,000 Additional costs for legal advice on pending appeals and for Counsel's Public Inquiry appeal preparation, offset by full budget not required on Printing and Stationery £500, Scanning £3,000 and Subsistence £200	6,300
	Income	£11,050 budget transferred from Development Planning and £30k increased income received for pre application fees. Increased income received for planning application fees of £100,000 and increased income received from CIL of £48,000	(189,050)
Director Community & Env Servs	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	(4,970)
Development Plans	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed	26,710
	Income	Budget for Pre-Application Advice transferred to Development Management	11,050
Total Infrastructure and planning policy			(93,807)
Sustainability Projects	Supplies and Services	Grants and Contributions budget of £2,000 not required this year due to securing of external grants. Full ISO 14001 budget of £848 not required this year	(2,848)
Decriminalised Parking Enf Spa	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	(8,700)
	Income	Reduced income of £17,000 on Off Street - Pay & Display as use of TRDC car parks have not returned to pre pandemic levels, due to behaviour change of commuters/work patterns.	17,000
Dial A Ride	Third Party Payments	Additional service costs to retain Dial A Ride service for first 6 months of 22/23	24,680
GIS Officer	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	(365)
Total Economic Development			29,767
Total Infrastructure, Housing & Economic Development			(138,815)

Annex C
IHED Medium term capital investment programme

Infrastructure Housing & Economic Development															
Economic Development	Original Budget 2022/23£	Latest Budget 2022/23 £	P10 Spend To Date £	Forecast Outturn 2022/23 £	Variance £	Latest Budget 2023/24 £	Proposed 2023/24 £	Variance £	Latest Budget 2024/25 £	Proposed 2024/25 £	Variance £	Latest Budget 2025/26 £	Proposed 2025/26 £	Variance £	Comments
Cycle Schemes	74,583	0	0	5,000	5,000	25,000	20,000	(5,000)	25,000	25,000	0	25,000	25,000	0	£5,000 rephased from 2023/24 to 2022/23 due to new cycling signage for Leavesden Country Park brought forward in 22/23.
Disabled Parking Bays	2,500	2,500	1,661	2,500	0	2,500	2,500	0	2,500	2,500	0	2,500	2,500	0	Budget will be spent
Grand Union Canal Towpath Upgrade	0	172,282	109,824	109,824	(62,458)	0	0	0	0	0	0	0	0	0	Full CIL budget not required, as project was delivered under predicted budget
EV Charging Points	0	460,000	0	0	(460,000)	0	460,000	460,000	0	0	0	0	0	0	CIL Budget to be rephased to 2023/24 due to delay in procurement process, project will now commence in 2023/24
Controlled Parking	181,975	181,975	54,233	181,975	0	50,000	50,000	0	50,000	50,000	0	50,000	50,000	0	Budget will be spent
Princes Trust-Business Start-up	10,000	10,000	0	10,000	0	10,000	10,000	0	10,000	10,000	0	10,000	10,000	0	A Service Level Agreement is in place, the budget will be spent by year end. Invoice being chased
Listed Building Grants	2,500	1,500	0	0	(1,500)	2,500	2,500	0	2,500	2,500	0	2,500	2,500	0	Budget not required. Demand Led service, no applications received.
South Oxhey Initiative	0	13,277	6,343	13,277	0	0	0	0	0	0	0	0	0	0	Budget will be spent
Parking Bay & Verge Protection	150,000	163,239	0	108,239	(55,000)	40,000	95,000	55,000	40,000	40,000	0	40,000	40,000	0	£55,000 rephased to 2023/24, awaiting landowner agreements to progress a further scheme
Highways Enhancement	244,384	225,144	0	65,144	(160,000)	50,000	30,062	(19,938)	50,000	50,000	0	50,000	50,000	0	£160,000 budget removed, which were identified for High Elms Lane scheme but no confirmed date to progress. Need landowner agreements and HCC involvement to progress. Future request for budget if project progresses. £19,938 Budget rephased from 2023/24 and transferred to Bus Shelters to facilitate the works on Bus Shelters in Maple Cross and South Oxhey which will now take place in this financial year
Bus Shelters	18,000	18,000	0	46,938	28,938	9,000	0	(9,000)	9,000	9,000	0	9,000	9,000	0	£9,000 rephased from 2023/24 and £19,938 Budget transferred from Highways Enhancement to facilitate the works on Bus Shelters at Maple Cross and South Oxhey
Retail Parades	224,849	19,179	19,184	19,179	0	30,000	30,000	0	30,000	30,000	0	30,000	30,000	0	Budget will be spent
Carbon Neutral Council	0	4,000	0	4,000	0	0	0	0	0	0	0	0	0	0	Budget will be spent
Rickmansworth Work Hub	28,606	28,606	0	0	(28,606)	0	28,606	28,606	0	0	0	0	0	0	Budget to be rephased to 2023/24. Works have been identified and are currently out to tender. Unlikely to complete before year end
Car Park Restoration	35,000	35,593	7,902	35,593	0	35,000	35,000	0	35,000	35,000	0	35,000	35,000	0	Budget will be spent
Estates, Paths & Roads	25,000	27,694	10,213	27,694	0	20,000	20,000	0	20,000	20,000	0	20,000	20,000	0	Budget will be spent
TRDC Footpaths & Alleyways	40,000	43,472	1,497	43,472	0	25,000	25,000	0	25,000	25,000	0	25,000	25,000	0	Budget will be spent
Integration of Firmstep to uniform Licensing applications	0	5,150	375	5,150	0	0	0	0	0	0	0	0	0	0	Ongoing project
Sub-total Economic Development	1,037,397	1,411,611	211,232	677,985	(733,626)	299,000	808,668	509,668	299,000	299,000	0	299,000	299,000	0	
Housing	Original Budget 2022/23£	Latest Budget 2022/23 £	P10 Spend To Date £	Forecast Outturn 2022/23 £	Variance £	Latest Budget 2023/24 £	Proposed 2023/24 £	Variance £	Latest Budget 2024/25 £	Proposed 2024/25 £	Variance £	Latest Budget 2025/26 £	Proposed 2025/26 £	Variance £	Comments
Disabled Facilities Grant	586,000	827,799	568,219	827,799	0	586,000	586,000	0	586,000	586,000	0	586,000	586,000	0	Budget will be spent
Home Repairs Assistance	10,000	2,000	0	0	(2,000)	2,000	2,000	0	2,000	2,000	0	2,000	2,000	0	Budget not required. Demand Led service, no applications received.
Sub-total Housing	596,000	829,799	568,219	827,799	(2,000)	588,000	588,000	0	588,000	588,000	0	588,000	588,000	0	
Total Infrastructure Housing & Economic Development	1,633,397	2,241,410	779,451	1,505,784	(735,626)	887,000	1,396,668	509,668	887,000	887,000	0	887,000	887,000	0	

Annex D

IHED Explanations of capital variances reported this Period

Description	Details of Outturn Variances to Latest Approved Budget	2022/23 £	2023/24 £	2024/25 £	2025/26 £
Infrastructure, Housing & Economic Development					
Cycle Schemes	£5,000 rephased from 2023/24 to 2022/23 due to new cycling signage for Leavesden Country Park brought forward in 22/23.	5,000	(5,000)	0	0
Grand Union Canal Towpath Upgrade	Full CIL budget not required, as project was delivered under predicted budget	(62,458)	0	0	0
EV Charging Points	CIL Budget to be rephased to 2023/24 due to delay in procurement process, project will now commence in 2023/24	(460,000)	460,000	0	0
Listed Building Grants	Budget not required. Demand Led service, no applications received.	(1,500)	0	0	0
Parking Bay & Verge Protection	£55,000 rephased to 2023/24, awaiting landowner agreements to progress a further scheme	(55,000)	55,000	0	0
Highways Enhancement	£160,000 budget removed, which were identified for High Elms Lane scheme but no confirmed date to progress. Need landowner agreements and HCC involvement to progress. Future request for budget if project progresses. £19,938 Budget rephased from 2023/24 and transferred to Bus Shelters to facilitate the works on Bus Shelters in Maple Cross and South Oxhey which will now take place in this financial year	(160,000)	(19,938)	0	0
Bus Shelters	£9,000 rephased from 2023/24 and £19,938 Budget transferred from Highways Enhancement to facilitate the works on Bus Shelters at Maple Cross and South Oxhey	28,938	(9,000)	0	0
Rickmansworth Work Hub	Budget to be rephased to 2023/24. Works have been identified and are currently out to tender. Unlikely to complete before year end	(28,606)	28,606	0	0
Home Repairs Assistance	Budget not required. Demand Led service, no applications received.	(2,000)	0	0	0
Total		(735,626)	509,668	0	0

Annex E IHED Key Income Streams

Regulatory Services									
Car Park Enforcement	Month	2019/20		2020/21		2021/22		2022/23	
Penalty Charge Notices (PCNs)		£	Volume	£	Volume	£	Volume	£	Volume
	April	(12,406)	355	(950)	2	(2,190)	80	(7,700)	176
	May	(13,713)	211	(1,905)	3	(5,008)	133	(7,955)	153
	June	(8,600)	138	(2,155)	10	(5,360)	124	(6,960)	144
	July	(10,493)	164	(2,363)	98	(7,916)	167	(7,386)	113
	August	(8,523)	152	(4,115)	138	(8,878)	233	(6,814)	122
	September	(9,007)	155	(8,839)	238	(12,555)	252	(6,134)	114
	October	(11,212)	170	(12,331)	353	(10,444)	219	(9,526)	249
	November	(7,673)	167	(8,964)	108	(10,585)	230	(9,118)	194
	December	(8,961)	143	(7,416)	93	(9,834)	230	(7,845)	134
	January	(9,635)	248	(3,033)	4	(8,800)	149	(8,913)	154
	February	(7,499)	158	(1,951)	9	(8,614)	231		
	March	(7,685)	102	(2,057)	17	(10,828)	190		
	Total	(115,407)	2,163	(56,079)	1,073	(101,012)	2,238	(78,351)	1,553

Comments: The Original budget for 2022/23 is £115,000. The latest budget is £100,500 reduced PCN's issued due to the reduced use of TRDC car Parks following the pandemic. The charging structure is based on the severity of the contravention. The charge relating to a serious contravention is £70 and payable within 28-days (reduced to £35 if paid within 14 days). The charge relating to a less serious contravention is £50 payable within 28 days (reduced to £25 if paid within 14-days). Residents are charged on a zonal basis. The no of PCN's issued can reduce due to greater parking compliance.

Car Park Enforcement	Month	2019/20		2020/21		2021/22		2022/23	
Pay & Display Tickets		£	Volume	£	Volume	£	Volume	£	Volume
	April	(18,065)	9,431	(23)	5	(9,551)	5,128	(11,910)	7,037
	May	(19,712)	9,907	(20)	8	(10,442)	5,577	(12,841)	7,097
	June	(12,913)	9,293	(1,967)	1279	(12,675)	6,513	(15,058)	7,062
	July	(19,514)	10,064	(8,069)	4523	(11,677)	6,653	(13,121)	7,362
	August	(15,275)	8,923	(10,408)	6,149	(11,136)	6,198	(13,742)	7,326
	September	(16,566)	9,053	(12,002)	6,653	(12,418)	6,789	(14,086)	7,387
	October	(19,368)	10,064	(13,292)	6,925	(13,466)	7,308	(14,702)	7,878
	November	(16,736)	9,482	(7,433)	10,031	(14,253)	7,582	(14,587)	7,411
	December	(21,011)	10,873	(8,184)	4,033	(14,857)	7,638	(17,110)	8,354
	January	(20,315)	10,582	(12)	1	(10,425)	6,486	(16,778)	7,573
	February	(18,123)	9,588	(131)	40	(12,966)	7,309		
	March	(14,546)	6,032	(273)	385	(17,041)	7,813		
	Total	(212,144)	113,292	(61,814)	40,032	(150,907)	80,994	(143,935)	74,487

Comments: The Original budget for 2022/23 is £220,000. The latest budget is £191,000 as the use of TRDC car parks has not returned to pre pandemic levels. There are different charging regimes for different car parks within the district. However most pay & display car parks in Rickmansworth operate the following regulations - Monday - Friday, 8.30am - 6.30pm max stay up to 24 Hours - charge £4 with the first hour being free.

Development Management	Month	2019/20		2020/21		2021/22		2022/21	
Application Fees		£	Volume	£	Volume	£	Volume	£	Volume
	April	(51,431)	133	(38,159)	132	(37,925)	202	(389,072)	121
	May	(54,043)	131	(81,876)	109	(44,506)	200	(59,995)	162
	June	(66,271)	129	(41,283)	143	(40,347)	177	(41,122)	123
	July	(51,656)	149	(32,903)	138	(35,900)	152	(56,630)	129
	August	(50,897)	145	(35,997)	142	(58,240)	153	(27,451)	144
	September	(42,726)	123	(90,374)	160	(24,763)	145	(53,870)	111
	October	(80,266)	131	(29,374)	155	(26,477)	135	(141,962)	125
	November	(116,095)	127	(30,543)	170	(34,623)	133	(51,317)	136
	December	(51,835)	125	(67,640)	149	(53,134)	136	(65,353)	119
	January	(50,727)	99	(30,515)	158	(39,467)	106	(21,090)	131
	February	(33,802)	156	(32,295)	155	(39,530)	108		
	March	(40,924)	137	(55,165)	221	(91,250)	172		
	Total	(690,672)	1,585	(566,124)	1,832	(526,162)	1,819	(907,862)	1,301

Comments: The Original budget for 2022/23 is £696,420. The latest budget is £850,000. Offers are now predicting this will reach £950,000 as there has been an increase in the income received from planning application fees. There are a number of different charging levels dependent on the type & size of the proposed area. The table of current fees for each type can be found on the Councils website.