

# INFRASTRUCTURE, HOUSING AND ECONOMIC DEVELOPMENT COMMITTEE

17 NOVEMBER 2020

## PART I - NOT DELEGATED

### 6. BUDGET MONITORING – PERIOD 6 (DoF)

#### 1. Summary

1.1 This report covers this Committee's financial position over the medium term (2020 – 2023) as at Period 6 (end of September).

1.2 The Period 6 comprehensive Budget Management report has already been presented to the Policy & Resources Committee at its meeting on 2 November 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 **£1.876 million**. The forecast outturn is now estimated to be **£1.999 million** which results in a service variance of **£0.123 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 September (Period 6).

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	590	18	609	19
Infrastructure & Planning Policy	567	792	254	773	(19)
Economic Development	301	494	177	617	123
<b>Total</b>	<b>1,437</b>	<b>1,876</b>	<b>449</b>	<b>1,999</b>	<b>(123)</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 **£1.173 million**. The forecast outturn at Period 6 is **£1.171 million** resulting in a variance of **(£0.002) 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 6 for each of the responsibility areas within the Committee's remit.

<b>Infrastructure, Housing and Economic Development</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>
Economic Development	728	691	67	9 %	689	(2)
Housing	510	482	27	5. %	482	0
<b>Total</b>	<b>1,238</b>	<b>1,173</b>	<b>94</b>	<b>14 %</b>	<b>1,171</b>	<b>(2)</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.

It is important to note that the COVID-19 pandemic has had a significant impact on parking budgets across the parking income streams (PCNs, permit, P&D parking), as a result of the lockdown and the Council's response with the suspension of parking enforcement from early April to mid-June 2020. However, even with the relaxation of lockdown restrictions and recommencement of parking enforcement including Enforcement Agent processes 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. A variance has been reported for this period to reflect the slow uptake of the service.

<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>
Regulatory Services	Application Fees	(696,420)	(597,887)	(320,592)	(591,957)	0
Parking	Penalty Charge Notices	(115,000)	(76,667)	(20,327)	(46,000)	30,667
	Pay and Display	(220,000)	(146,667)	(33,366)	(88,667)	58,000

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 30 September 2020 the total outstanding debt for this Committee was £0.116 million. Debts less than a month old total £0.012 million and it is considered that this sum will be recovered. Outstanding debt over a year old is £0.45 million which relates to unpaid rent on temporary accommodation.

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>
Housing- Temporary Accommodation	12,371	58,756	45,566	<b>116,693</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

Infrastructure Housing & Economic Development					
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2020/21 £	2021/22 £	2022/23 £
Env Health - Residential Team	Supplies & Services	Projected underspend in the budget for furniture and equipment maintenance	(500)	0	0
Housing Services Needs	Supplies & Services	£21k Budget is a TRDC contribution from Herts Choice Homes IT costs, This budget is to be amalgamated with housing service needs. £25k additional spend is expected on the Housing legal budget due to an on going court case. A budget underspend is reported on staff travel (£3k) and printing & stationary costs.	43,650	21,000	21,000
	Transport		(3,000)	0	0
Herts Choice Homes	Supplies & Services	£21k Budget is a TRDC contribution from Herts Choice Homes IT costs, This budget is to be amalgamated with housing service needs	(21,000)	(21,000)	(21,000)
Dial A Ride	Third Party Payments	£5k saving on annual contribution to the Dial a ride service	(5,000)	0	0
Car Parking-Maintenance	Premises	Additional cost on business rates due to backdated liability from 2005 For Talbot Road Car Park	33,000	0	0
Decriminalised Parking	Income	£82k projected reduction in income, although parking enforcement recommenced in June 2020 , public/residents remain predominantly working from home and reduced number of people going out for shopping/leisure purposes leading to a reduced use of TRDC car parks. Additional budget requirement for £16k to cover Pay & Display maintenance costs (Total requirement of maintenance costs includes £6k annual maintenance contract, £15k connectivity costs, £6k machine tickets), £11k has been found from existing budgets.	82,700	0	0
	Premises		16,000	16,000	16,000
Sustainability Projects	Supplies & Services	Supplies budget offered up as a saving as it is no longer required	(3,500)	(3,500)	(3,500)
Hertfordshire Building Control	Income	Additional income and (£4k)budget reduction on payments to providers due to the admission of the 8th Local Authority Partner. (£3k) saving on fees and contractual services	(8,270)	0	0
	Third Party Payments		(4,000)	0	0
	Supplies & Services		(3,000)	0	0
Development Plans	Supplies & Services	Reduced staff travel costs and printing & stationary due to Covid19	(200)	0	0
	Transport		(2,300)	0	0
Director Community & Env Services	Transport	Reduction in travel costs due to Covid 19.	(1,000)	0	0
Development Management	Supplies & Services	Following consideration of appeals and other relevant costs, it is unlikely that the full Legal budget would be used this year.	(10,000)	0	0
Land & Property Info Section	Income	£10k adverse variance on search fees income due to increasing trend of Personal Searches over charged formal Land Searches, and general market conditions. £710 saving reported on staff travel costs.	10,000	10,000	10,000
	Transport		(710)	0	0
		<b>TOTAL</b>	<b>122,870</b>	<b>22,500</b>	<b>22,500</b>

## Medium Term Capital Investment Programme

Infrastructure Housing & Economic Development									
<i>Economic Development</i>	Original Budget 2020/21 £	Latest Budget 2020/21 £	P6 Spend To Date £	Forecast Outturn 2020/21 £	Variance £	Forecast 2021/22 £	2021/22 Variance	Forecast 2022/23 £	Comments
Cycle Schemes	25,000	39,583	3,900	39,583	0	25,000	0	25,000	A number of schemes have been identified. Awaiting approval and implementation of the Strategy.
Disabled Parking Bays	2,500	2,500	0	1,000	(1,500)	2,500	0	2,500	Expected underspend, small number of requests in first part of the financial year for advisory disabled parking bays
Controlled Parking	50,000	97,585	0	97,585	0	100,000	0	50,000	2 schemes in pipeline Croxley & Rickmansworth West.
Princes Trust-Business Start-up	10,000	10,000	0	10,000	0	10,000	0	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	3,000	0	5,000	0	5,000	Demand Led service, no applications so far
South Oxhey Initiative	0	109,223	63,213	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	0	100,000	0	214,240	0	40,000	2 schemes identified for 2020/21
Highways Enhancement	147,620	47,620	0	47,620	0	150,000	0	50,000	Schemes identified and progressing.
Bus Shelters	9,000	19,580	0	19,580	0	9,000	0	9,000	2 bus shelters pending implementation.
Retail Parades	135,780	168,115	0	168,115	0	30,000	0	30,000	Schemes progressing. Delta Gain retail parade refurbishment - delivery pending landowner agreement, EVC procurement commenced.
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	0	35,000	Car park Inspection to take place this month which will identify required works
Estates, Paths & Roads	20,000	20,000	0	20,000	0	20,000	0	20,000	Planned works South Oxhey Playing Fields
TRDC Footpaths & Alleyways	20,000	40,850	0	40,850	0	20,000	0	25,000	Planned works Ebury Way - out to procurement
Integration of Firmstep to uniform Licensing applications	0	19,000	0	19,000	0	0	0	0	Ongoing project
<b>Total</b>	<b>728,140</b>	<b>691,056</b>	<b>67,113</b>	<b>689,556</b>	<b>(1,500)</b>	<b>634,740</b>	<b>0</b>	<b>301,500</b>	
<i>Housing</i>	Original Budget 2020/21 £	Latest Budget 2020/21 £	P6 Spend To Date £	Forecast Outturn 2020/21 £	Variance £	Forecast 2021/22 £	2021/22 Variance	Forecast 2022/23 £	Comments
Disabled Facilities Grant	500,000	474,108	27,178	474,108	0	500,000	0	586,000	£169k 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	8,000	0	8,000	0	10,000	0	10,000	Demand led service, no applications received to date.
<b>Total</b>	<b>510,000</b>	<b>482,108</b>	<b>27,178</b>	<b>482,108</b>	<b>0</b>	<b>510,000</b>	<b>0</b>	<b>596,000</b>	
<b>Total Infrastructure Housing &amp; Economic Development</b>	<b>1,238,140</b>	<b>1,173,164</b>	<b>94,291</b>	<b>1,171,664</b>	<b>(1,500)</b>	<b>1,144,740</b>	<b>0</b>	<b>897,500</b>	