

## PART I - DELEGATED

7. **BUDGET MONITORING – QUARTER 1**  
(DoF)1. **Summary**

1.1 This report covers this Committees financial position over the medium term (2021 – 2024) as at Quarter 1 (end of June)

1.2 The Quarter 1 comprehensive Budget Management report has already been presented to the Policy & Resources Committee at its meeting on 13 September 2021 which sought approval to a change in the Council’s 2021 - 2024 medium-term financial plan

2. **Details****Revenue Budget**

2.1 This Committee’s 2021/22 latest approved budget is **£4,535 million**. The forecast outturn is now estimated to be **£5,422 million** which results in a service variance of **£0.887 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 Quarter 1.

2021/22 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	1,026	1,112	(228)	1,132	20
Leisure	1,155	1,160	296	2,040	880
Environmental Services	2,238	2,263	(467)	2,250	(13)
<b>Total</b>	<b>4,419</b>	<b>4,535</b>	<b>(399)</b>	<b>5,422</b>	<b>887</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 2021/22 capital budget is **£2.197 million**. The forecast outturn at Quarter 1 is **£2.197 million** resulting in a **zero** variance. This Committee’s Medium Term Capital Investment Programme is shown by scheme at **Appendix 2**.

2.6 The table below shows the 2021/22 latest capital programme budget, forecast outturn, spend to date and variance at quarter 1 for each of the responsibility areas within the Committee’s remit.

Leisure, Environment & Community	Original Budget £000	Latest Budget £000	Spend to Date £000	% of budget spent	Forecast Outturn £000	Variance £000
Community Safety & Partnership	45	54	0	0	54	0
Leisure	350	509	9	1.8%	509	0
Environmental Services	912	1,634	31	1.9%	1,634	0
<b>Total</b>	<b>1,307</b>	<b>2,197</b>	<b>40</b>	<b>1.8%</b>	<b>2,197</b>	<b>0</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.

Service	Income Stream	2021/22 Original Budget £	2021/22 Latest Budget £	2021/22 Actual to date £	2021/22 Forecast Outturn £	2021/22 Variance £
Leisure	Licenses	(234,040)	(234,040)	(66,925)	(234,020)	0
	Watersmeet	(677,920)	(677,920)	(53,567)	(544,971)	132,949
Environmental Protection	Trade Refuse	(771,660)	(771,660)	(369,044)	(771,660)	0
	Garden Waste	(1,102,100)	(1,102,100)	(1,085,892)	(1,102,100)	0
	Clinical Waste	(115,850)	(115,850)	(50,070)	(75,147)	0
	Cemeteries	(191,530)	(191,530)	(103,087)	(195,870)	(4,340)

- 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 June 2021, the total outstanding debt for this Committee was £0.302 million. Debts less than a month old total £0.222 million and it is considered that this sum will be recovered. Outstanding debt over a year old is £0.005 million.

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
	£	£	£	£
Community Safety Partnership	208,400	40,700	0	<b>249,100</b>
Environmental Services	11,880	33,972	5,298	<b>51,150</b>
Leisure	1,478	704	0	<b>2,182</b>
<b>Total</b>	<b>221,758</b>	<b>75,376</b>	<b>5,298</b>	<b>302,432</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.

Report prepared by: Sally Riley (Interim Finance Manager)  
Checked by: Nigel Pollard (Section Head)

## **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					
Description	Main Group Heading	Details of Variances to Latest Approved Budget	2021/22 £	2022/23 £	2023/24 £
Community Safety	Supplies and Services	Additional budget to fund Equalities and Hate crime with regards to the resettlement of refugees.	20,000	0	0
<b>Total Community Safety &amp; Partnership</b>			<b>20,000</b>	<b>0</b>	<b>0</b>
Description	Main Group Heading	Details of Variances to Latest Approved Budget	2021/22 £	2022/23 £	2023/24 £
Watersmeet	Employees	Reduction in temporary staff costs due to reduced number of events in first part of the year.	(6,993)	0	0
	Premises	Reduction in amount of rates charged, anticipated reduction in gas & electricity costs due to reduced number of events in first part of the year, offset by the increased cleaning requirements due to Covid 19.	(3,051)	0	0
	Supplies and Services	Reduction in expenditure includes Box Office of £33.6k, Panto Materials £28K, Catering £9.5k as a result of reduction in number of event in first part of the year. This is offset by an increase in Advertising expenditure as part of the CRF grant to maximise Recovery.	(63,510)	0	0
	Income	Reduced income due to reduced number of shows/sales anticipated, offset by the receipt of CRF grant of £87.5k	132,949	0	0
Playing Fields & Open Spaces	Premises	Water rates - utility company has amended charges due as previous bills were based on estimated usage.	15,700	0	0
Aquadrome		Additional budget requested to cover cost of running the generator for the ski club and toilets this will be reviewed again in September when works to provide electricity should be resolved.	12,200	0	0
Leisure Venues	Income	Management fee payable by leisure operator will not be paid in 2021/22. This income is recoverable in future years over the life of the contract. Any income received with regards to lost management fees for 2021/22 will be reported during the relevant budget monitoring iteration.	622,230	0	0
	Third Party Payments	Management fee due for Rickmansworth Golf Course.	75,000	0	0
		Support to leisure operator due to the continuing impact of Covid 19.	96,000	142,000	125,000
Leisure & Community Services	Employees	Long Term Compensation Budget not required for future years	0	(2,720)	(2,720)
<b>Total Leisure</b>			<b>880,525</b>	<b>139,280</b>	<b>122,280</b>
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2021/22 £	2022/23 £	2023/24 £
Recycling General	Income	Income reduced on Recycling Textile Bank Contract due to on-going international Covid restrictions and price in HWP contract being reviewed	13,000	13,000	13,000
Recycling Kirbside	Income	Previously advised by HCC that there would be no AFM payments for 2020/21, however, they have now advised that we will receive £118k.	(118,611)	0	0
Clinical Waste	Supplies and Services	Increased disposal costs from Herts County Council	6,000	6,000	6,000
Cemeteries		External Legal Advice re Burial rights	1,500	0	0
Waste Management	Employees	Increase in budget of £8k for 2021/22 and £16k going forwards required for Agency Staff to cover costs of the increasing holiday allowances. Additional budget increase required of £77k for 2021/22 and £115k going forwards to fund a market forces supplement for HGV drivers due to a lack of availability of drivers, this will bring the salary in line with the market.	85,000	131,000	131,000
<b>Total Environmental Services</b>			<b>(13,111)</b>	<b>150,000</b>	<b>150,000</b>
<b>Total Leisure Community &amp; Environment Services</b>			<b>887,414</b>	<b>289,280</b>	<b>272,280</b>

## Medium Term Capital Investment Programme

2021/22 - 2023/24 Capital Programme	2021/22					2022/23			2023/24			
Leisure, Environment & Community												
Community Safety & Partnership	Original Budget 2021/22 £	Latest Budget 2021/22 £	Qtr. 1 Spend To Date	Forecast £	Variance £	Latest Budget 2022/23 £	Forecast £	Variance £	Latest Budget 2023/24 £	Forecast £	Variance £	Comments
ASB Casework Management System	18,750	18,750	0	18,750	0	0	0	0	0	0	0	Budget may not be required as currently liaising with Herts Police to see if we can access their system
Capital Grants & Loans	20,000	23,631	0	23,631	0	20,000	20,000	0	20,000	20,000	0	Budget will be spent
Community CCTV	6,000	12,000	0	12,000	0	6,000	6,000	0	6,000	6,000	0	Demand led service
<b>Total</b>	<b>44,750</b>	<b>54,381</b>	<b>0</b>	<b>54,381</b>	<b>0</b>	<b>26,000</b>	<b>26,000</b>	<b>0</b>	<b>26,000</b>	<b>26,000</b>	<b>0</b>	
Leisure	Original Budget 2021/22 £	Latest Budget 2021/22 £	Qtr. 1 Spend To Date	Forecast £	Variance £	Latest Budget 2022/23 £	Forecast £	Variance £	Latest Budget 2023/24 £	Forecast £	Variance £	Comments
Countryside Management	10,000	10,000	0	10,000	0	10,000	10,000	0	10,000	10,000	0	Budget will be spent
Aquadrome	21,000	23,831	2,498	23,831	0	22,500	22,500	0	22,500	22,500	0	Budget will be spent
Scotsbridge-Chess Habitat	11,390	11,390	0	11,390	0	0	0	0	0	0	0	Budget will be spent
Watersmeet External Roof Access	0	27,253	0	27,253	0	0	0	0	0	0	0	Project expected to complete by September with budget fully spent.
Leisure Facilities Improvement	10,000	12,046	760	12,046	0	10,000	10,000	0	0	0	0	Decommissioning of Sir James Altham Pool
Open Space Access Improvements	50,000	77,506	1,307	77,506	0	50,000	50,000	0	50,000	50,000	0	Budget will be spent
Outdoor Fitness Zones	54,400	54,400	0	54,400	0	54,400	54,400	0	27,200	27,200	0	Budget will be spent within financial year.
Improve Play Area-Future Schemes	158,250	216,633	0	216,633	0	100,000	100,000	0	100,000	100,000	0	Rickmansworth wildwood den, Swillett cycle track and Primrose Hill play area projects in 2021/22
Aquadrome-Whole Life Costing	10,000	10,000	0	10,000	0	11,000	11,000	0	11,000	11,000	0	A survey on the footpaths and bridges is currently being carried out. A management plan is being developed by the Leisure team which will form the basis of a structured programme of works
Watersmeet-Whole Life Costing	15,000	30,799	2,574	30,799	0	20,000	20,000	0	20,000	20,000	0	Budget includes potential additional costs incurred by asbestos removal from ground works in 2021/22, and roof repair works. Project based works that are not evenly spread throughout the year. Full budget to be spent by end of financial year.
Pavilions-Whole Life Costing	10,000	20,968	2,093	20,968	0	11,000	11,000	0	11,000	11,000	0	Investigation of acquiring an alternative sustainable source for the replacement boiler at Scotsbridge
The Swillett - Play area Refurbishment	0	13,647	0	13,647	0	0	0	0	0	0	0	Snagging on the scheme in 2021/22
<b>Total</b>	<b>350,040</b>	<b>508,473</b>	<b>9,232</b>	<b>508,473</b>	<b>0</b>	<b>288,900</b>	<b>288,900</b>	<b>0</b>	<b>251,700</b>	<b>251,700</b>	<b>0</b>	

<i>Environmental Services</i>	Original Budget 2021/22 £	Latest Budget 2021/22 £	Qtr. 1 Spend To Date	Forecast £	Variance £	Latest Budget 2022/23 £	Forecast £	Variance £	Latest Budget 2023/24 £	Forecast £	Variance £	Comments
Waste Plant & Equipment	25,000	40,030	0	40,030	0	25,000	25,000	0	25,000	25,000	0	Tenders currently being prepared
Waste Services Depot	670,000	1,325,494	1,059	1,325,494	0	0	0	0	0	0	0	Works have been started although staged payments are not yet due. Project will be completed by the end of the Financial year
Bulk Domestic Waste	35,000	30,500	7,830	30,500	0	40,000	40,000	0	40,000	40,000	0	Budget will be spent
Waste & Recycling Vehicles	0	0	0	0	0	1,887,000	1,887,000	0	400,000	400,000	0	No spend expected until 2022/23
Street Furnishings	15,000	15,000	0	15,000	0	15,000	15,000	0	15,000	15,000	0	Budget will be spent
Paladin Bins	40,000	53,201	20,685	53,201	0	60,000	60,000	0	60,000	60,000	0	Budget will be spent
Energy Performance Certificate	2,000	6,185	825	6,185	0	2,000	2,000	0	2,000	2,000	0	Inspection visits have been difficult to manage due to current restrictions. These have now been rescheduled
Cemetery-Whole Life Costing	5,000	5,000	851	5,000	0	5,000	5,000	0	5,000	5,000	0	CCTV - currently awaiting quotes
Replacement Ground Maintenance Vehicles	120,000	158,458	0	158,458	0	280,000	280,000	0	180,000	180,000	0	Tenders currently being prepared
<b>Total</b>	<b>912,000</b>	<b>1,633,868</b>	<b>31,250</b>	<b>1,633,868</b>	<b>0</b>	<b>2,314,000</b>	<b>2,314,000</b>	<b>0</b>	<b>727,000</b>	<b>727,000</b>	<b>0</b>	
<b>Total Leisure, Environment &amp; Community</b>	<b>1,306,790</b>	<b>2,196,722</b>	<b>40,482</b>	<b>2,196,722</b>	<b>0</b>	<b>2,628,900</b>	<b>2,628,900</b>	<b>0</b>	<b>1,004,700</b>	<b>1,004,700</b>	<b>0</b>	