



BUDGET PANEL

Tuesday, 29th October, 2013

7.00 pm

Town Hall, Watford

Publication date: 21 October 2013

CONTACT

If you require further information or you would like a copy of this agenda in another format, e.g. large print, please contact Sandra Hancock in Democracy and Governance on 01923 278377 or by email to legalanddemocratic@watford.gov.uk .

Welcome to this meeting. We hope you find these notes useful.

ACCESS

Access to the Town Hall after 5.15 pm is via the entrance to the Customer Service Centre from the visitors' car park.

Visitors may park in the staff car park after 4.00 p.m. and before 7.00 a.m. This is a Pay and Display car park; the current charge is £1.50 per visit.

The Committee Rooms are on the first floor of the Town Hall and a lift is available. Induction loops are available in the Committee Rooms and the Council Chamber.

FIRE/EMERGENCY INSTRUCTIONS

In the event of a fire alarm sounding, vacate the building immediately following the instructions given by the Democratic Services Officer.

- Do not use the lifts
- Do not stop to collect personal belongings
- Go to the assembly point at the Pond and wait for further instructions
- Do not re-enter the building until authorised to do so.

MOBILE PHONES

Please ensure that mobile phones are switched off before the start of the meeting.

MINUTES

Copies of the minutes of this meeting are usually available seven working days following the meeting and can be found on the Council's website www.watford.gov.uk/meetings

RECORDING OF MEETINGS

An audio recording may be taken at this meeting for administrative purposes only.

COMMITTEE MEMBERSHIP

Councillor J Dhindsa (Chair)

Councillor S Rackett (Vice-Chair)

Councillors J Aron, S Counter, G Derbyshire, S Greenslade, R Martins, P Taylor and M Turmaine

AGENDA

PART A - OPEN TO THE PUBLIC

1. **FINANCE TRAINING - LOCAL GOVERNMENT FINANCE**
2. **APOLOGIES FOR ABSENCE/COMMITTEE MEMBERSHIP**
3. **DISCLOSURE OF INTERESTS (IF ANY)**
4. **MINUTES**

The minutes of the meeting held on 10 September 2013 to be submitted and signed. *(All minutes are available on the Council's website.)*

5. **REVENUES AND BENEFITS UPDATE** (Pages 1 - 6)

Report of Director of Finance

This report provides an update on the revenues and benefits service and current performance of the benefits service.

6. **REVIEW OF PARKING RESERVE ACCOUNT** (Pages 7 - 22)

Report of the Director of Finance and Head of Regeneration and Development

This report seeks Budget Panel's views regarding the future use of the CPZ Reserve.

7. **FINANCE DIGEST 2013/2014 - PERIOD 6, SEPTEMBER 2013** (Pages 23 - 48)

Report of the Senior Accountant

This report informs the Budget Panel of the reported budgetary variances at the end of September 2013 (period 6).

8. DATES OF NEXT MEETINGS

- Tuesday 26 November 2013
- Wednesday 15 January 2014
- Wednesday 26 February 2014

Agenda Item 5

Report to: Budget Panel
Date of meeting: 29 October 2013
Report of: Director of Finance
Title: Revenues and Benefits Update

1.0 SUMMARY

1.1 This report provides an update on the revenues and benefits service and current performance of the benefits service.

2.0 RECOMMENDATIONS

2.1 The report is noted and members invited to comment on its contents

Contact Officer:

For further information on this report please contact Joanne Wagstaffe, Director of Finance, telephone 01923 727200, email joanne.wagstaffe@watford.gov.uk

3.0 INTRODUCTION

3.1 The following report outlines the current performance of the Watford Borough Council benefits service. It also provides an update on the Revenues and Benefits service.

4.0 BENEFIT PROCESSING TIMES

4.1 The current benefits processing times are shown in the table below.

Month	Target	Apr	May	Jun	Jul	Aug	Sep
Combined Speed	22	89.95	56.83	42.20	27.57	22.53	20.15
New Claims	22	25.43	19.35	19.49	14.47	14.15	20.34
Changes	15	102.71	64.17	45.65	29.28	24.05	20.12

This shows an improvement in the year for both new claims and changes in circumstances.

New claims has seen a significant improvement since the beginning of the year, although this has increased slightly in September. This increase is due to a swapping of resources onto the processing of changes in circumstances. However, the performance is still below the target of 22 Days.

Processing of Changes in Circumstances has also improved significantly since the beginning of the year. The target for change in circumstances is 15 days, so we are still above this but making good progress towards achieving this and we would expect to have met this before the end of the financial year, based on current improvement rates.

4.2 One of the large factors in the historically high claims processing times has been the ATLAS system, and the number of items outstanding which still needed to be processed.

The benefits team has now completed all of the outstanding work and is now only having to manage the workload coming through ATLAS on a daily basis. Whilst the amount of data being received on a daily basis will vary, the team have now essentially completed the backlog work and this will mean that changes are more up to date.

There is still some improvements to flow through the processing statistics, following the improvement in the ATLAS backlog and we should see these working their way through over the next couple of months.

5.0 HOUSING BENEFIT OVERPAYMENT RECOVERY

- 5.1 Housing Benefit overpayments are inevitable when dealing with housing benefit claims. The Council can reclaim grant on an element of this, in the form of Housing Subsidy. In addition the Council is able to recover the full amount of the overpayment from the claimant.

In 2012/13 the Housing benefit overpayment recovery rate achieved by the Council was 68.81%. A comparison of this in relation to other Hertfordshire Councils can be seen in Appendix 1. This shows that not only has Watford's recovery rate increased by 12% since 2011/12 but that it is also the second best in Hertfordshire.

The current rates for collection of Housing Benefit Overpayments are 66.06% for the current year – against a target of 60% and 21.85%, against a target of 5% for all years. This indicates that Watford are expecting another good year for recovery of the overpayments.

- 5.2 "The Council is also looking at ways in which we can improve the recovery rates, both for this year, and overpayments raised in previous years. We are now able to undertake an Attachment of Earnings order on those claimants who are now in PAYE employment. This is a new enforcement tool granted to us by the DWP. So we will be progressing this and looking at historic cases where we now have employment details.

We also hope to have LoCTA a tracing tool on a free trial for 3 months which we can use to obtain employment details.

We are also looking at placing Charging Orders on properties, where the claimant is lease or freeholder of the property. We would look into this if we have a high value debt that needs to be repaid. We will be testing this shortly"

6.0 STAFFING

- 6.1 The Head of Revenues and Benefits left the Council at the end of September 2013. Since this time we have been running without a Head of Service. We are looking to replace the Head of Service role on a temporary basis until the end of March.

We are undertaking interviews in the week commencing 14th October 2013 and so will be able to update Budget Panel at the meeting following the conclusion of these interviews.

We are also looking to replace the Revenues Manager post on a short term basis.

During this time we will look at the resourcing requirements for the service, based on current caseload levels and performance targets.

7.0 SERVICE IMPROVEMENTS

- 7.1 We are currently looking at ways in which we can improve the service delivery for both revenues and benefits. We will consider a range of solutions which improve efficiency and improve the service delivery to our customers.

We have already started this process and are currently providing training on a new version of the Academy system and we will go live with the new system shortly. We are also looking at a range of other improvements which we are implementing as we agree

solutions. Many of these improvements are small improvements in a part of a process and these changes are being implemented as we go along. Examples of these smaller improvements include changing how emails are dealt with, considering whether tasks need to be completed, correcting issues with the system and implementing new recovery methods for those who owe the Council money. All of these will improve the efficiency of the service.

We are also working with the Customer Services Centre to look at how we can improve the service to our customers.

Alongside this we are also starting to develop a more robust performance management system, which will provide information which will help the service to identify

Appendix 1

Comparison of Watford with other Hertfordshire Councils

2011/12										
LA	Broxbourne	Dacorum	East Herts	Hertsmere	NorthHerts	St Albans	Stevenage	Three Rivers	Watford	Welwyn Hatfield
HB Caseload	5932	9285	6247	6127	8097	5949	7592	4523	6300	7637
Speed - New	25	24	35	n/a	19	30	28	38	35	16
Speed - Changes	9	12	6	n/a	6	n/a	9	27	30	4
HB O/P Raised	£1,788,000	£2,691,000	£1,231,000	£1,770,000	£1,512,000	£1,335,000	£1,628,000	£1,560,000	£2,975,000	£1,598,000
HB O/P Recovered	£1,242,000	£1,667,000	£1,003,000	£1,168,000	£1,094,000	£798,000	£1,328,000	£711,000	£1,690,000	£1,072,000
% Collected	69.46%	61.95%	81.48%	65.99%	72.35%	59.78%	81.57%	45.58%	56.81%	67.08%

2012/13										
LA	Broxbourne	Dacorum	East Herts	Hertsmere	NorthHerts	St Albans	Stevenage	Three Rivers	Watford	Welwyn Hatfield
HB Caseload	5985	9338	6487	6282	8119	5997	7758	4598	6505	7817
Speed - New	23	32	36	20	19	34	39	26	25	17
Speed - Changes	7	9	18	10	5	n/a	45	38	34	8
HB O/P Raised	£2,088,000	£2,585,000	£1,783,000	£2,787,000	£1,699,000	£2,518,000	£2,156,000	£1,606,246	£3,083,400	£1,680,000
HB O/P Recovered	£1,620,000	£1,695,000	£1,207,000	£1,631,000	£1,122,000	£1,314,000	£1,242,000	£1,005,139	£2,121,794	£978,000
% Collected	77.59%	65.57%	67.69%	58.52%	66.04%	52.18%	57.61%	62.58%	68.81%	58.21%

This page is intentionally left blank

Agenda Item 6

Report to: *Budget Panel*
Date of meeting: *29 October 2013*
Report of: *Head of Strategic Finance and Head of Regeneration and Development*
Title: *Review of the Parking Reserve Account*

1.0 **SUMMARY**

1.1 This report analyses the potential draw on the Parking Reserve Account by the proposed level of traffic related schemes identified for delivery within the forthcoming financial year.

1.2 The Parking account more or less breaks even, that is, income almost balances expenditure on the enforcement contract and other costs. However, the level of income is not sufficient to replenish the Parking Reserve or fund all of the proposed new parking schemes.

1.3 If traffic related schemes continue to be delivered it will be necessary to review parking permit charges and or top up the Parking Reserve from the General Fund. It is not possible to increase charges for Penalty Charge Notices, as these are nationally set.

2.0 **RECOMMENDATION**

2.1 Budget Panel are requested to comment to Cabinet regarding the future use of the CPZ Reserve and the need to ensure its solvency through either a reduction/ rephasing of Projects or an increase in the price of residents' parking permits (or both).

Contact Officer:

For further information on this report please contact: Joanne Wagstaffe or Jane Custance telephone extension 8189 / 8044

3.0 DETAILED PROPOSAL

3.1 Purpose of report

To consider the solvency of the CPZ Reserve and the need to consider appropriate charges for residential parking permits.

3.2 Background

Under the 2003 Agency Agreement with the Highway Authority, Hertfordshire County Council, Watford Borough Council manages parking in the Borough. The management function consists of the enforcement service and the introduction of new or revised parking schemes of varying scales. In practice, the Borough has a fairly free hand to manage and develop parking controls in the town with only a very 'light touch' reference back to HCC as part of the traffic order process as new schemes come forward.

3.3 In budgetary terms, funding to maintain the service both in terms of managing the contract for parking enforcement and the development of new schemes is raised from income arising from:

- Income from on-street bays;
- Permit charges in Controlled Parking Zones (CPZs);
- Penalty Charge Notice (PCN) income; and
- Sundry income from dispensations and other charges.

Originally the income from the Parking Service led to a surplus year on year which has accumulated into the Parking Reserve. In 2009/10 the Reserve was £962,000. It now stands at approx. £575,000 (as at March 2012). In a report to Budget Panel in November 2011 Members were advised that if the current rate of depletion of the Reserve continued, the Reserve would be exhausted by the end of 2013/14. The projection now is that the Reserve will become close to depletion towards the end of 2014/15.

3.4 Legislation requires that income arising from the Parking Service is ring fenced. The uses to which any surpluses generated by these ring fenced budgets are prescribed by legislation. In Watford first call on the surplus has been to maintain the existing service infrastructure (signs, lines, Pay and Display machines etc.), to amend and expand parking controls and to invest in new technology to improve efficiency and the customer experience in relation to contacts with the service. The original legislation required Civil Parking Enforcement Services to be self financing with no General Fund subsidy allowed. More recently the financial guidance has been relaxed to a small degree to allow for a subsidy from the General Fund in exceptional circumstances where break even is not achievable in certain areas.

3.5 The reduction in the level of funds in the parking reserve has occurred for a number of reasons. The key factors are:

- residents permit charges have not been increased in line with inflation
- a reduction in the number of PCNs issued
- increased enforcement costs charged to the Council by the Enforcement Contractor reflecting the increased areas to be enforced and RPI uplifts (which are part of the contract).

- Member desire for accelerated delivery of parking schemes which has necessitated increased use of external consultants to supplement the limited level of in house parking resource. (see **Annex B** for list of schemes and indicative costs set against each scheme for the remainder of 2013/14 and for 2014/15.
- 3.6 The above factors and, in particular, the predicted spend on schemes as laid out in Annex B will deplete the Parking Reserve significantly during the remainder of 2013/14. The estimated spend on schemes in 2013/14 is £222,000 whilst schemes committed for 2014/15 are estimated at £133,000. Whilst these figures will be refined as firm fee proposals from the Council's Framework Consultants being engaged to deliver the larger schemes are received, the scale of the total projected spend is not anticipated to change as there is significant pressure from Members to deliver parking schemes to an accelerated programme to meet residents' expectations.
- 3.7 **Annex A** provides a breakdown of the Parking Reserve Account. Based on current budget information and the work programme contained in **Annex B**, the level of the Reserve at the end of 2013/14 will be approximately £297,000. If this rate of depletion continues, the Parking Reserve will be near to exhausted by the end of 2014/15. If the Council wishes to continue delivering new schemes it will need to consider increasing income streams to avoid exhausting the Reserve.
- 3.8 Some increases in off-street car park charges were made in April 2011 which increased income from the Council's directly managed off-street car parks in the short term. This income is accounted for separately however and does not contribute to the Parking Reserve. Initially demand dropped in the off street car parks however usage levels have now increased to the level prior to the charges increase. Increases in charges for on-street Pay and Display parking bays (which would contribute to the reserve) may well experience similar drops in demand and could as a consequence be self defeating as a means of increasing income. In any event the pressure from Government is to moderate town centre charging as a means of supporting retail, resisting the acceptability of increased charges at this time.
- 3.9 Income from Penalty Charge notices is affected by two factors. The first is the level of penalty charge applied. This is specified by Central Government and whilst Local Authorities can opt for either a higher or lower band they have no latitude to set levels independently. Watford in line with most Local Authorities in Hertfordshire has already opted to apply the higher band PCN charges. The second factor is the number of PCNs issued. Whilst nationally both inside and outside London PCN levels have generally gone up slightly on the last year, in Watford the number of PCNs issued has been falling consistently over the last few years as levels of compliance with parking regulations in the town continues to improve. 2012/13 has however seen a slight increase on the previous year with PCNs issued rising from 19,806 to 20,301.

There are a number of factors as to why PCN levels in Watford are falling / levelled out:

- The match day signage has been improved to increase clarity for the motorist so that they observe the restrictions and avoid the issue of a PCN
- At no extra cost we have increased the hours of enforcement on street to higher than any level before and have more staff deployed more often. This has led to a visible improvement in the level of illegal parking, which consequently results in greater observations of the restrictions and less PCNs being issued.
- Motorists are well aware of the restrictions across Watford, they also see that they are better patrolled so are less likely to take a risk, which again results in less PCNs
- The provision of effective enforcement with higher levels of deployment and on street patrol hours has enabled us to target problem locations which in turn has enabled us to achieve greater compliance and meet the objectives of the Traffic Management Act.

On Street Year PCN PCN's
Income Issued

	£	
2006/7	(654,355)	25,800
2007/8	(644,525)	23,041
2008/9	(679,911)	22,925
2009/10	(840,624)	22,363
2010/11	(608,023)	20,274
2011/12	(544,471)	19,806
2012/13	(558,314)	20,301

Off Street	
Year	PCN income car parks
2009/10	(67,250)
2010/11	(48,642)
2011/12	(47,346)
2012/13	(48,549)

- 3.10 The Council introduced CPZs in 1997. The residents' permit charges in Watford remained unchanged for many years. In April 2013 the residents' permit charges were increased for only the second time. The First Permit was increased from £20 to £22 and the Second Permit was increased from £40 to £55.

The table below shows the number of permits issued and the income generated. Zone by Zone.

01/04/2012 TO 31/03/2013

Zone	1 Day Visitor Voucher	1 hour Visitor Voucher	4 Hour Visitor Voucher	1st Permit	2nd Permit	1 Week	Zone Permit Nos & Income
A	110	182	136	122	31	30	(153) £3,680
B	746	1316	993	666	198	179	(864) £21,240
C	22	40	15	7	4	1	(11) £300
D	570	640	581	467	133	112	(600) £14,660
E	58	138	81	42	16	27	(58) £1,480
F	296	423	380	255	70	66	(325) £7,900
G	306	654	350	337	104	105	(441) £10,900
J	380	608	495	324	125	128	(449) £11,480
K	475	927	671	509	165	100	(674) £16,780
L	217	490	279	269	88	62	(357) £8,900
M/N	1265	0	0	574	191	0	(765) £5,736
S	185	390	236	237	83	50	(320) £8,060
T	275	359	502	329	108	49	(437) £10,900
V	10	223	317	253	61	7	(314) £7,500
Totals	4915	6390	5036	4391	1377	916	(5768) £129,456

3.11 Deployment of CEOs

It is not possible to directly link the Civil Enforcement Officer's deployment to the Zones as shown in the table above. Deployment is managed to ensure that staff time is efficient and effective in terms of coverage of the entire town, which includes the enforcement of off-street and leisure centre car parks, schools, the town centre and locations only reachable by mobile patrol such as Garston, Leavesden and North Watford, where our presence is expected on specific days or at specific times. Simply, successful deployment can only be achieved following assessment of the areas to be covered and then devising a beat plan to ensure regular and full coverage.

Included within the attachments to this report is a Deployment Annex map showing one of the beats (beat 3) as it was originally tendered showing the typical coverage of an area. This may include a CPZ but very few beats will only cover an entire CPZ and nothing else, unless the combined zones cover a large area. It is not a practical deployment of resources to only have an Officer walk the length and breadth of a zone and then stop at its boundary before having another CEO cover the same nearby vicinity. Beats are drawn up with coverage of the area and the type of

restrictions to be enforced in that area in mind. Travel time to beats is also factored in and the typical duration of time that it will take to cover that area on foot. There are a total of 13 main beats but this excludes match day beats, evening patrols, Sundays and the evening lorry bans.

As shown with the Deployment Annex the area that the Officer is required to cover on beat 3 includes Zone M/N, Zone T and the Cassiobury commuter ban restrictions. Any CEO making his way to this beat would walk through at least two other beats and it would border with any other CEO deployed at a particular time to cover Zone V. However, as stated, successful coverage could not be achieved if the Officers were deployed together so they are not. Officers are deployed singly as full beat coverage can only be achieved this way. In limited circumstances (e.g. training and evening deployment) Civil Enforcement Officers may be deployed in pairs but this constitutes only a small proportion of deployed hours.

- 3.12 The Service Prioritisation exercise involved an examination of staffing levels in the Parking Service which resulted in reductions in staffing costs arising from rationalisation of posts following the retirement of the Parking Manager in 2011. It is not considered that staffing levels in the Parking Service can be reduced further at this time. Following approval of the business case the Service is currently investigating how new technology might reduce the revenue cost of delivering the service and improve service levels and flexibility and budget provision has been made to take this project forward.

Summary

- 3.13 The Parking account more or less breaks even, that is, income almost balances expenditure on the enforcement contract and other costs. However, the level of income is not sufficient to replenish the Parking Reserve or fund all of the proposed new parking schemes.
- 3.14 The Parking Reserve has reduced from approximately £962k in 2009/10 to £575,000 at the end of 2011/12. For April 2013 the balance carried forward was £596,937. It is estimated that by the start of the new financial year in April 2014 the level in the Parking Reserve Account will stand at £297,000. If the current rate of depletion continues then the Reserve will be exhausted mid way / towards the end of 2014/15. Client side costs have already reduced significantly but enforcement costs will almost certainly increase due to the effects of inflation built into the contract which expires in April 2018. Customer resistance and Government advice reduces the ability for the Council to increase parking charges, PCN tariffs are controlled by central government and income from this stream has been falling consistently due to high levels of compliance and improved efficiency of the enforcement service. If the Parking Reserve can no longer fund car parking initiatives then this will place a financial burden on the Council's General Fund.
- 3.15 The trend of the Parking Account income as shown under item 3.9 is that year on year the service makes a modest surplus. This surplus is not sufficient to replenish the Reserve to fund all the projects as identified in **Annex B**. The Budget Panel are requested to review the information in this report and make recommendations in relation to the management of the Parking Reserve to secure

its long term stability

4.0 IMPLICATIONS

4.1 Financial

- 4.1.1 The Vinci contract in 2012/2013 showed an increase due to the resolution of a dispute relating to annual inflationary uplifts. As a consequence the 2012/2013 forecast includes some back payments which will not recur in 2013/2014.
- 4.1.2 Income levels are stable (albeit higher numbers of PCN's were issued in 12/13 than the previous year). As an outcome of the CPZ Review project there may be additional income arising out of further CPZ zoning, but it is likely that additional enforcement will eliminate any bonus.
- 4.1.3 The major area of focus is pulling forward projects (and as detailed at **Annex B**) which is estimated to require additional expenditure. This level of activity does need urgent review.
- 4.1.4 The Council has worked extremely conscientiously to identify efficiency savings in order to keep within Government Control totals. Accelerating spend is outstripping these savings however and unless additional revenue can be generated through the CPZ account, subsidy from the general fund will be required.
- 4.1.5 The CPZ Reserve has been heavily drawn down in recent years and Budget Panel needs to consider the need for the reviews.

4.2 Legal Issues

The Head of Legal and Property Services comments that all legal issues have been covered within the report.

4.3 Equalities

Should parking permits be increased then the proposal will not be particularly targeting any specific sector of the community. The Equalities Impact Assessment for parking is available on the web

4.4 Potential Risks

Potential Risk	Likelihood	Impact	Overall Score
The CPZ Reserve will be in deficit	3	3	9
An further increase in permit charges will result in resistance	2	3	6

4.5 **Staffing & Accommodation**

There are no staffing or accommodation implications arising out of this report

Appendices

Annex A Parking Reserve Account balance.

Annex B List of TRO schemes and indicative costs

Annex C Deployment of Civil Enforcement Officers

Annex A

Parking Reserve Account

From April 2013 we carried forward the sum of: £596,937.00

Year	Budget to be Carried Forward	Revised Estimated Cost of TRO schemes for 2013/14	Sundries - White Lining etc
2012 /13	£596, 937	£220,000	£55,000

Sundries refers to other HDR000 codes which are funded by the Parking Reserve account.

It is estimated that for April 2014 the Parking Reserve account balance will be £297,000.00

Year	Budget to be Carried Forward April 2014	Revised Estimated Cost of TRO schemes for 2014/15	Sundries - White Lining etc
2013 /13	£297,000	£128,000	£55,000

This page is intentionally left blank

TRAFFIC REGULATION PROJECTS

WARD	SCHEME DETAILS	Projected spend	
		2013/14	2014/15
CENTRAL WARD	Radlett Road Estate consultation scheme development and implementation. Scheme includes Watford Community Housing Trust land	£20,000	£12,000
CPZ REVIEW	Consult on CPZ ' your parking your choice ' across all CPZ area	£27,000	£30,000
ST ALBANS ROAD PARKING REVIEW	Parking Review within Callowland & Leggatts Wards	£30,000	£20,000
PARKING SERVICE EQUIPMENT UPGRADE	Investment in new and upgraded software and hardware to enhance service delivery and increase efficiency	£28,000	£25,000
NASCOT WARD	Complete TRO 741 (Grandfield Avenue , Maple Grove area)	£5,000	
	Greenbank Road Holyrood School area	£3,000	
PARK WARD	Review bay layouts in Woodland Drive plus other requests to amend CPZ Order	£19,000	
	WBC contribution to HCC for enhancements to Cassiobury Shops/Langley Way (deferred from 12/13)	£20,000	
WATFORD BUSINESS PARK	WBC contribution to HCC towards parking management scheme on Watford Business Park	£20,000	£30,000
OXHEY WARD	Implement agreed junction amendments	£3,000	
WOODSIDE WARD	Woodside Leisure Centre off street parking places Order amendment	£15,000	
	Leavesden High Road in vicinity of Leavesden Green JMI	£5,000	
STANBOROUGH WARD	Leavesden Green area parking scheme	£5,000	

All Wards	Various Roads TRO 758 Greycaine Rd, Dell Rd/ Elm Grove, Gammons Lane, Ennerdale Drive, Newhouse Crescent, Reeds Crescent, Kytes Drive	£10,000	
	TRO for Electric Vehicle Charging Units in car parks		£6,000
	Off street parking places consolidation order	£5,000	
	Various Roads 2		£10,000
	CPZ Amendment Orders TRO 667 & 668	£5,000	
TOTALS		£222,000	£133,000



Location Visits by Hour Breakdown - Watford

For Period 01/09/2013 to 30/09/2013

Location/Description/Long	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	07:00	23:00	Grand Total
Occupation Road - CPZ				1		1												2
Hemming Way - CEA								1			1							1
Juniper Grove - CEA								1	1	1								4
Kelshall - CEA								1	1	1								1
Broom Grove - CEA																		1
Marian Gardens - CEA						1												1
Bellmount Wood Avenue - CPZ				4	8	7	3											22
Berceau Walk - CPZ				4	4	5	1											14
De Vere Walk - CPZ				4	5	7	1											17
Richmond Drive - CPZ				7	6	9	1											23
Water Fields Approach Road - CPZ	2	8	6	5		3	5	1	1	1	1							32
Water Fields Car Park	1	5	4	4		2	3	1	1	1								21
Beretline Lane - CEA			3	1	3	1	1	2		2								13
North Watford Cemetery Access Road - CEA						2	1											3
Beretine Lane - CEA	2	1	5	4	3	2	1	1	1	2	3							24
St Mary's View - CEA			1	2	1	1			1	2	1							9
Bridge Place - CEA				1														1
The Meadows - CEA						1		1	1		1							4
Grand Total	2309	3166	3742	5486	2788	4347	3410	4067	2989	2029	1254	272	272	341	194	71	12	36749

WATFORD BOROUGH COUNCIL WEEKLY REPORT

Week:

23/09/2013

To

29/09/2013

Report 5: Enforcement

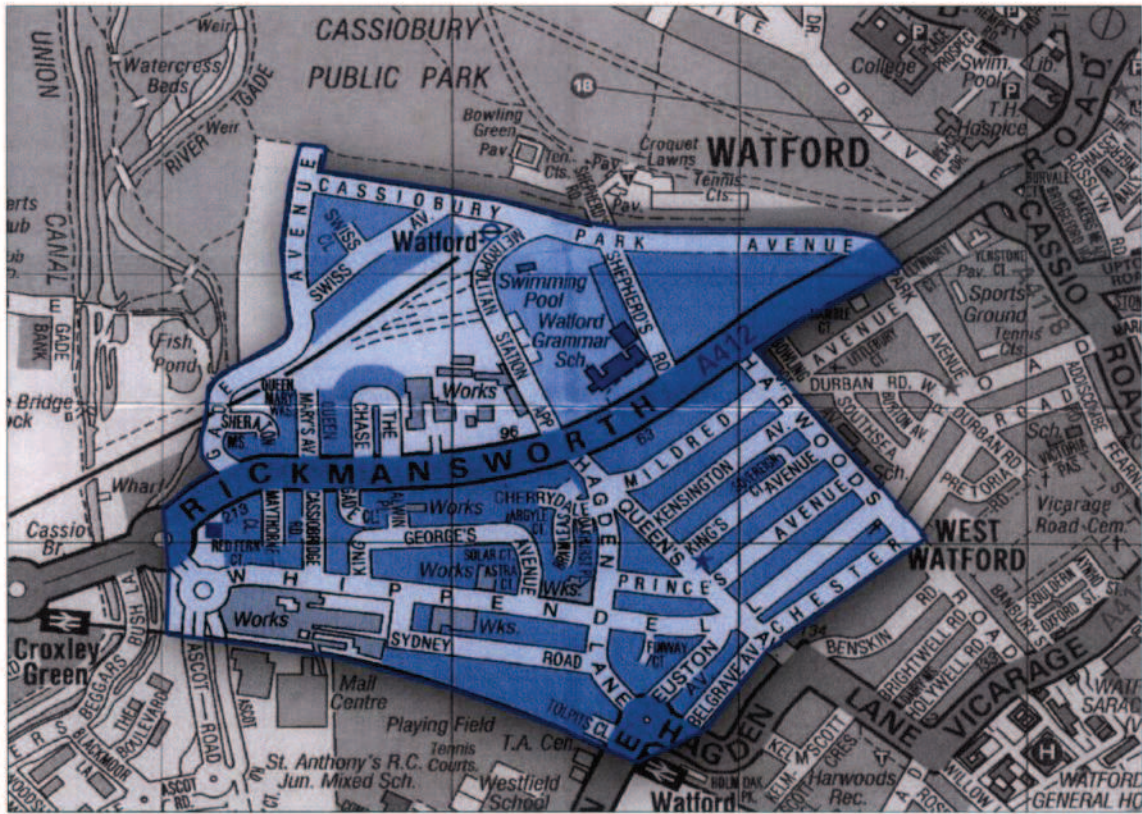
Day	Date	CEO	Gross		Live		Deployed Hours	Late Night Enf PCNs Issued	Deployed Hours
			On St	Off St	On St	Off St			
MONDAY	23/09/2013	14	62	1	61	1	101:44:00		
TUESDAY	24/09/2013	15	112	0	108	0	131:11:00	55	24:30
WEDNESDAY	25/09/2013	16	58	2	58	2	115:27:00		
THURSDAY	26/09/2013	14	59	8	58	7	101:26:00		
FRIDAY	27/09/2013	15	64	5	62	5	109:39:00		
SATURDAY	28/09/2013	14	109	4	105	3	101:11:00	22	14:00:00
SUNDAY	29/09/2013	0	0	0	0	0	0:00:00		
Total:		88	464	20	452	18	660:38 hrs		
Daily Average:		14.67	77.33	4.00	75.33	3.60	110:06 hrs		

Equipment	Fully Operational	Sent for Repair
HHCs	<input checked="" type="checkbox"/>	n/a
Cameras	<input checked="" type="checkbox"/>	n/a
Radios	<input checked="" type="checkbox"/>	n/a
Vans	<input checked="" type="checkbox"/>	n/a
Mopeds	<input checked="" type="checkbox"/>	n/a
Bicycles	<input checked="" type="checkbox"/>	n/a

Employed Staff:

Operations Supervisor	2
Senior CEO	4
CEO	21
Senior NP Clerk	1
Notice Processing Clerk	4.5

Beat 3



Beat 3 - On-street	
Type of patrol	Foot or bicycle
Number of PA's patrolling	1
No. of patrols during core hours	2
Travel time to beat	17 Mins
Time per patrol	2 Hours 10 Mins
Major arterial route	A412
Schools	Boys Grammer, Harwoods Rd,
Estimated no. PCN per annum	1800

This is a commuter parking area; we have part-time commuter ban restrictions that we have to enforce in the morning and afternoon. We also have to have a high presence outside the local shops. Schools have to be patrolled on a rotational basis.

Road Name	DYL	SYL	Ltd Waiting	Residents or Permit Holders	Loading Bay	Parking Bay	P&D	Disabled Bay	Coach Bay	Motorcycle Bay	Taxi Rank	School Keep Clear	Bus Lane	Clearway	No Waiting on Verge/Footway	No Waiting, Loading/Unloading	Cycle
CASSIOBURY PARK AVENUE	Y	Y															
SWISS AVENUE	Y	Y															
SHEPHERDS ROAD	Y																
GADE AVENUE	Y	Y															
THE CHASE	Y	Y															
CASSIOBRIDGE ROAD	Y	Y		Y			Y										
QUEEN MARYS AVENUE	Y	Y		Y													
WHIPPENDELL ROAD	Y	Y		Y			Y									Y	
KING GEORGES AVE	Y	Y															
SYDNEY ROAD	Y	Y		Y			Y										
HAGDEN LANE	Y	Y		Y													
TOLPITS CLOSE		Y															
TOLPITS LANE	Y	Y															
EUSTON AVENUE	Y			Y													
BELGRAVE AVENUE	Y																
CHESTER ROAD	Y	Y		Y													
HARWOODS ROAD	Y	Y		Y								Y					
KENSINGTON AVE	Y	Y															
QUEENS AVE	Y	Y		Y													
KINGS AVENUE	Y																
MILDRED AVENUE	Y	Y		Y			Y										
MAYTHORNE CRESCENT	Y																
PRINCES AVENUE	Y																
STATION APPROACH	Y																
ASCOT ROAD	Y	Y															

Agenda Item 7

Report to: Budget Panel
Date of meeting: 29 October 2013
Report of: Gilbert Mills – Senior Accountant, Finance Shared Services
Title: Finance Digest 2013/2014 – Period 6, September 2013

1.0 SUMMARY

- 1.1 This report informs the Budget Panel of the reported budgetary variances at the end of September 2013 (period 6).

2.0 RECOMMENDATIONS

- 2.1 To consider the Finance Digest as at Period 6 2013/2014.

Contact Officer:

For further information on this report please contact: -
Gilbert Mills, Senior Accountant, Finance Shared Services
telephone extension: 7437
email: gilbert.mills@watford.gov.uk

Report approved by: Alan Power, Head of Finance, Shared Services

Members are welcome to raise questions prior to any discussion at the meeting. Indeed, it would be helpful if questions could be notified in advance to ensure comprehensive responses are available at the meeting. Queries should be addressed in the first instance to the Accountancy Practice (accountancy.practice@threerivers.gov.uk) who will ensure an answer is provided by the responsible budget holder.

3.0 REVENUE EXPENDITURE & INCOME

- 3.1 Income and expenditure is monitored by Heads of Service throughout the financial year with regard their areas of responsibility. When budgetary increases are identified, Heads of Service are required wherever possible to find compensating savings to offset these increases.
- 3.2 Changes to revenue expenditure to Period 6 are shown in the Finance Digest at Appendix 1 (section 1.2), where the original budgeted revenue expenditure of £15.021m has increased by £12k to £15.033m. This £12k has been funded via a net movement in reserves which are detailed in table 1.3 of the Digest.

3.3 Explanations for variances in the current period are shown primarily under the section headed 'Table 2 - Variance Analysis by Service and Cost Centre'. Previously reported variances would have been detailed to members within earlier digests.

4.0 CAPITAL EXPENDITURE & CAPITAL FUNDING

4.1 Changes in Capital Budgets

There have been a number of capital budget changes in the quarter and please see the Capital Programme within the Finance Digest Report for the Original and Current budgets.

5.0 Changes in Capital Funding

The Capital Section within the Finance Digest Report shows how the Capital Programme is forecasted to be financed from 2013/14 to 2017/18. A major change has been that we are planning to utilise Earmarked Reserves in order to preserve Capital Receipts and reduce the requirement to borrow in 2013/14 and 2014/15.

This funding of £7.7m is earmarked to come from the New Homes Bonus Reserve (£3m), the Capital Fund Reserve (£1.8m), the Development Sites Decontamination Reserve (£1.3m) and the Weekly Collection Support Grant Reserve (£1.6m).

5.0 FINANCIAL IMPLICATIONS

These have been included in the report.

5.1

6.0 LEGAL IMPLICATIONS

6.1 None Specific.

7.0 EQUALITIES

None Specific.

8.0 POTENTIAL RISKS

Potential Risk	Likelihood	Impact	Overall Score
That the Council's Budget is overspent and financed from the unplanned use of reserves	3	3	9

APPENDICES

Appendix 1 Finance Digest, September 2013 – Period 6



FINANCE DIGEST

Capital & Revenue Financial Monitoring at

Period 6

(September 2013)

Prepared By : Finance Shared Services

Date : 17th October 2013

Foreword

The monthly Finance Digest is a key tool for raising awareness of financial issues throughout the Council at both member and officer level.

The Finance Digest shows the key indicators that describe Watford's financial health. It provides an update on the Council's budget including effect on reserve balances as well as performance within a discrete number of service areas. Variances to budgets are reflected in the forecast outturn for 2013/14 which are loaded on to the Council's financial management system that continue to be monitored throughout the financial year.

Part 1 - Budget Monitoring

The digest reflects the Council's latest forecast of its financial position for the year, assessing expected spend against the agreed budget and split into service area. It also includes information on key risks and volatile budgets (I.E. income streams subject to economic conditions) including any action taken to mitigate their impact. Revenue spend is forecast monthly whereas capital updates are provided on a quarterly basis.

Part 2 - Performance Indicators

This section provides up to date performance data regarding various service areas of the Council including both front line services and support services.

If you have any comments, please contact the following Finance staff for assistance :-

Nigel Pollard (Finance Manager) @ nigel.pollard@threerivers.gov.uk or ☎ Ext 7198

Gilbert Mills (Senior Accountant) @ gilbert.mills@watford.gov.uk or ☎ Ext 7437

Contents

	Pages
Part 1 - Budget Monitoring	
Revenue :-	
Summary General Fund (incl Table 1)	3 - 5
Detailed Variances by Service area - Table 2	6 - 12
Salaries Analysis - Table 3	13
Key Financial Risk Area Analysis	14 - 15
Capital Programme	16 - 18
Part 2 - Performance Indicators	
Treasury Management Performance	19
Creditor Payment Monitoring	20
Debtors Monitoring	21
Council Tax & NNDR Collection Rates	22

Part 1 - Budget Monitoring

1 - General Fund Revenue

- 1.1 This report which reflects the new structure that was implemented on 1st July provides an update, in summary form, of the latest position of the Council's revenue budget as at 30th September 2013 (period 6).
- 1.2 The 2013/14 original net general fund budget requirement was £15,021k prior to movements in reserves (the current budget which includes approved virements is £15,311k). However, the forecast outturn for net expenditure at the end of period 6 is predicted to be £15,033k (see page 5).

A reconciliation between all these balances can be detailed as follows :-

2013/14 Original Budget requirement prior to movements in reserve	<u>Total</u> £15,021k
Add	
Approved virements from usable reserves (see table below) :-	
Local Authority Business Growth Incentive Reserve	£20k
Housing & Planning Delivery Grant Reserve	£35k
Budget Carry Forward Reserve	£235k
2013/14 Current Budget requirement including approved virements	<u>£15,311k</u>
Add	
Anticipated usable movements from reserve (see below table) :-	
Invest to Save Reserve	£317k
Less	
In year forecast variances affecting Economic Impact Reserve (see table on page 4)	(£595k)
2013/14 Forecast Outturn for net expenditure	<u>£15,033k</u>

1.3 Usable Reserves

2013/14 Table of Reserve Movements						
Reserve	Original Budget	In year movement only				Comments
		Reserve Mov'ment as @ Period 4	Period 6 movement		Reserve Mov'ment as @ Period 6	
			Virement	Anticipated Movement		
Local Authority Business Growth Incentive (LABGI)	£0k	(£20k)	£0k	£0k	(£20k)	Utilised to part fund the 'Imagine Watford' festival that took place in June 2013.
Housing & Planning Delivery Grant	£0k	(£35k)	£0k	£0k	(£35k)	As per Cabinet (Sept 2012), funding for investment in United Sustainable Energy Agency.
Budget Carry Forward	£0k	(£235k)	£0k	£0k	(£235k)	Established to carry over unused 2012/13 revenue budget required for 2013/14.
Sub total	£0k	(£290k)	£0k	£0k	(£290k)	
Invest to Save	£0k	(£317k)	£0k	£0k	(£317k)	Utilised to fund Yr 1 ICT contract costs. Savings expected in future years.
Vehicle Replacement	£150k	£0k	£0k	£0k	£0k	Reserve created to fund future vehicle acquisitions.
Economic Impact (see table below)	(£735k)	£412k	£0k	£183k	£595k	Utilised in part to fund current expenditure as well as absorb any unplanned forecast variances reported by services during the current financial year.
Total	(£585k)	(£195k)	£0k	£183k	(£12k)	

Note () illustrates a decrease in reserve balances

Anticipated Net Movement on Economic Impact Reserve

The in year movement of £595k is the current unplanned forecast underspend for 2013/14 and can be summarised as follows :-

Original Budget	In year forecast variations affecting Economic Impact Reserve	Overspend / Underspend	Page Nos	@ Period 4 £k	This Period £k	Total £k
(735)	As per Original Budget 2013/14					
	As outlined in Period 4 Finance Digest	Underspend	N/A	412	0	412
	Corporate Strategy & Client Services	Overspend	6	0	(5)	(5)
	Community & Customer Services	Underspend	7	0	23	23
	Democracy & Governance	Underspend	8	0	19	19
	Regeneration & Development	Underspend	9	0	99	99
	Strategic Finance	Underspend	12	0	47	47
(735)	Total			412	183	595

Note : the above table indicates a reduction in the balance due from the Economic Impact Reserve at year end ((£140k) as opposed to (£735k)) as a result of current underspends reported by services up to Period 6.

Reserve activity in 2013/14 has been illustrated graphically to reflect the year end carried forward balance on these reserves as at 31st March 2013 including the table of reserve movements as shown on page 3.

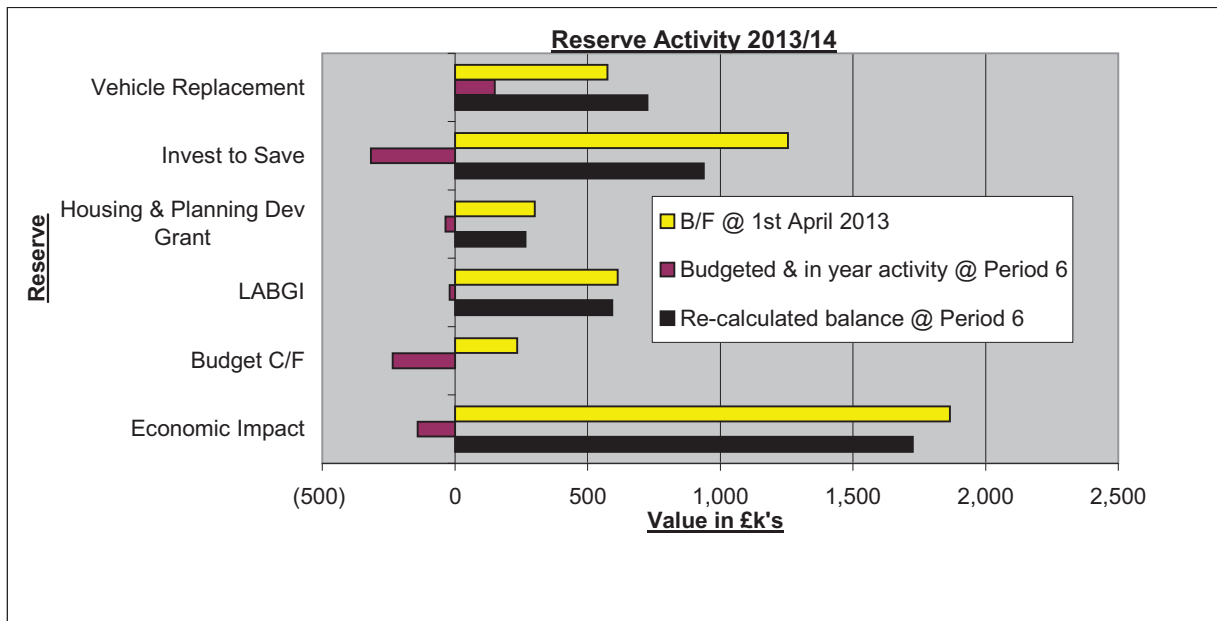


Table 1 - General Fund Summary

General Fund Variance Summary for 2013/14 as @ Period 6 (September 2013)

Service Area	Original Budget	Current Budget	Forecast Variance to Period 4	Forecast Variance Period 6	Total Forecast Variance	Forecast Outturn	Variance	
	£000's	£000's	£000's	£000's	£000's	£000's	%	Icon
Corporate Strategy & Client Services	9,513	9,437	317	5	322	9,759	3.4	⊗
Community & Customer Services	4,861	5,167	(32)	(23)	(55)	5,112	(1.1)	☺
Democracy & Governance	1,762	1,431	0	(19)	(19)	1,412	(1.3)	☺
Regeneration & Development	(558)	(381)	(560)	(99)	(659)	(1,040)	(173.0)	☺
Managing Director	1,377	1,385	0	0	0	1,385	0.0	☺
Human Resources	0	(22)	0	0	0	(22)	0.0	☺
Strategic Finance	(1,934)	(1,706)	180	(47)	133	(1,573)	7.8	⊗
NET GENERAL FUND	15,021	15,311	(95)	(183)	(278)	15,033	(1.8)	☺
Budgeted Transfer To/(From) Reserves	(585)	(585)	0	0	0	(585)		
In Year Transfer To/(From) Reserves	0	(290)	95	183	278	(12)		
NET BUDGET REQUIREMENT	14,436	14,436	0	0	0	14,436		
<u>Financed By :-</u>								
Revenue Support Grant (including re-distributed NNDR)	(4,765)	(4,765)	0	0	0	(4,765)		
Council Tax receipts	(7,350)	(7,350)	0	0	0	(7,350)		
Other central government funding	(2,321)	(2,321)	0	0	0	(2,321)		
TOTAL FINANCING	(14,436)	(14,436)	0	0	0	(14,436)		
<u>General Fund Working Balance</u>								
Opening Balance	1,350	1,350	0	0	0	1,350		
CLOSING WORKING BALANCE	1,350	1,350	0	0	0	1,350		

Icons

Icons have been used to indicate the severity of the variation against budget.

The key is as follows:

☺ Forecast net expenditure is within budget

☹ Forecast net expenditure is as per budget

⊗ Forecast net expenditure is over budget but there is no cause for concern at this stage.

🔔 Forecast net expenditure is more than 10% and £50k over budget which is a cause for concern.

Table 2 - Variance Analysis by Service and Cost Centre

Service : Budget Owner :	Corporate Strategy & Client Services		Original Budget	Agreed Budget Change	Current Budget	Forecast Variance to Period 4	Forecast Variance Period 6	Total Forecast Variance	Forecast Outturn	Comments regarding This Month's Forecast Variances
	Lesley Palumbo									
Management Support	0	(158)	(158)	0	0	0	0	(158)	No monthly forecast variances reported.	
Contract Monitoring	0	4,428	4,428	0	0	0	0	4,428	No monthly forecast variances reported.	
Parks and Open Spaces	2,122	(1,093)	1,029	0	4	4	4	1,033	Net upward revision to NNDR budgets totalling £4k.	
Leisure	1,464	(67)	1,397	0	(24)	(24)	(24)	1,373	Variations due to the following :- i) Management fee savings totalling (£11k) with regard WCHT and Watford YMCA. ii) Underspend on risk managed contingency budgets of (£13k). Savings proposed for 2014/15.	
Grants	993	41	1,034	0	(25)	(25)	(25)	1,009	Variations due to the following :- i) Budget underspend of (£8k) on W3RT infrastructure contract. ii) Underspend on supplies and services budgets within Grants totalling (£17k).	
Street Cleansing	2,075	(1,324)	751	0	1	1	1	752	Revision to NNDR budgets totalling £1k.	
Waste and Recycling	2,629	(1,955)	674	0	0	0	0	674	No monthly forecast variances reported.	
Partnerships and Performance	229	61	290	0	50	50	50	340	£50k project expenditure supporting the Watford 2031 agenda.	
ICT Service	0	(8)	(8)	317	0	317	317	309	No monthly forecast variances reported.	
<i>Rounding Adjustment</i>	1	(1)	0	0	(1)	(1)	(1)	(1)		
Total : Corporate Strategy & Client Services	9,513	(76)	9,437	317	5	322	322	9,759		

Page 31

Notes to Agreed Budget Changes

Reason for Agreed Budget Change

Corporate Strategy & Client Services

total as @ Period 4

Waste and Recycling

Sub Total

Pension budgets re-aligned

Corporate Strategy & Client Services

total as @ Period 6

115

(274) DCLG revenue funding moved to service accounts

(159)

83 Consolidation of pension implications (based on annual lump sum and contribution %)

(76)

Table 2 - Variance Analysis by Service and Cost Centre (continued)

Service : Budget Owner :	Community & Customer Services Alan Gough	Original Budget	Agreed Budget Change	Current Budget	Forecast Variance to Period 4	Forecast Variance Period 6	Total Forecast Variance	Forecast Outturn	Comments regarding This Month's Forecast Variances
		£000's	£000's	£000's	£000's	£000's	£000's	£000's	
Customer Services		0	36	36	0	0	0	36	No monthly forecast variances reported.
Housing		1,907	23	1,930	(32)	0	(32)	1,898	No monthly forecast variances reported.
Environmental Health and Licensing		1,772	109	1,881	0	(23)	(23)	1,858	Variations due to the following :- i) Favourable net salaries variance of (£12k) due to vacant posts. ii) Favourable income variances (in part due to successful prosecutions and partner working) totalling (£13k). iii) Other minor variations totalling £2k.
Culture and Play		1,182	138	1,320	0	0	0	1,320	No monthly forecast variances reported.
Total : Community & Customer Services		4,861	306	5,167	(32)	(23)	(55)	5,112	

Page 32

Notes to Agreed Budget Changes

Community & Customer Services

total as @ Period 4

Pension budgets re-aligned

Community & Customer Services

total as @ Period 6

Reason for Agreed Budget Change

191

115 Consolidation of pension implications (based on annual lump sum and contribution %)

306

Table 2 - Variance Analysis by Service and Cost Centre (continued)

Service : Democracy & Governance	Original Budget	Agreed Budget Change	Current Budget	Forecast Variance to Period 4	Forecast Variance Period 6	Total Forecast Variance	Forecast Outturn	Comments regarding This Month's Forecast Variances
Budget Owner : Carol Chen	£000's	£000's	£000's	£000's	£000's	£000's	£000's	
Legal and Democratic	1,525	67	1,592	0	0	0	1,592	No monthly forecast variances reported.
Buildings and Projects	237	(400)	(163)	0	(19)	(19)	(182)	Downward revision to NNDR budgets totalling
Procurement	0	2	2	0	0	0	2	No monthly forecast variances reported.
Total : Democracy & Governance	1,762	(331)	1,431	0	(19)	(19)	1,412	

Notes to Agreed Budget Changes

Reason for Agreed Budget Change

Democracy & Governance

total as @ Period 4

Buildings and Projects

Sub Total

Pension budgets re-aligned

Democracy & Governance

total as @ Period 6

(47)

(80) Two Buildings & Projects posts transferred to Regeneration & Development

(127)

(204) Consolidation of pension implications (based on annual lump sum and contribution %)

(331)

Table 2 - Variance Analysis by Service and Cost Centre (continued)

Service : Regeneration & Development	Original Budget	Agreed Budget Change	Current Budget	Forecast Variance to Period 4	Forecast Variance Period 6	Total Forecast Variance	Forecast Outturn	Comments regarding This Month's Forecast Variances
Budget Owner : Jane Custance	£000's	£000's	£000's	£000's	£000's	£000's	£000's	
Commercial Projects (property portfolio)	(4,943)	34	(4,909)	(560)	(35)	(595)	(5,504)	Variations due to the following :- i) Salaries underspend of (£7k) due to operational changes. ii) Downward revision to NNDR budgets totalling (£26k). iii) Supplies and service savings of (£2k).
Development Section	1,080	37	1,117	0	(52)	(52)	1,065	Variations due to the following :- i) Salaries underspend of (£16k) due to operational changes. ii) Upward revisions to income totalling (£34k) across all service areas. iii) Consultancy fee forecast spend reduced by (£2k).
Transport and Infrastructure	2,676	100	2,776	0	(11)	(11)	2,765	Variations due to the following :- i) Salaries underspend of (£9k) due to operational changes. ii) Downward revision to NNDR budgets totalling (£2k).
Policy Team	617	6	623	0	0	0	623	No monthly forecast variances reported.
Economic Development	12	0	12	0	0	0	12	No monthly forecast variances reported.
<i>Rounding Adjustment</i>	0	0	0	0	(1)	(1)	(1)	
Total : Regeneration & Development	(558)	177	(381)	(560)	(99)	(659)	(1,040)	

Page 34

Notes to Agreed Budget Changes

Reason for Agreed Budget Change

Regeneration & Development

total as @ Period 4

Transport and Infrastructure

Sub Total

Pension budgets re-aligned

Regeneration & Development

total as @ Period 6

(29)

80

51

126

177

Two posts transferred to Regeneration & Development from Buildings & Projects (Democracy & Governance)

Consolidation of pension implications (based on annual lump sum and contribution %)

Table 2 - Variance Analysis by Service and Cost Centre (continued)

Service : Managing Director	Original Budget	Agreed Budget Change	Current Budget	Forecast Variance to Period 4	Forecast Variance Period 6	Total Forecast Variance	Forecast Outturn	Comments regarding This Month's Forecast Variances
Budget Owner : Manny Lewis	£000's	£000's	£000's	£000's	£000's	£000's	£000's	
Corporate Management	1,377	8	1,385	0	0	0	1,385	No monthly forecast variances reported.
Total : Managing Director	1,377	8	1,385	0	0	0	1,385	

Notes to Agreed Budget Changes

Reason for Agreed Budget Change

Managing Director

total as @ Period 4

0

Pension budgets re-aligned

8 Consolidation of pension implications (based on annual lump sum and contribution %)

Managing Director

total as @ Period 6

8

Table 2 - Variance Analysis by Service and Cost Centre (continued)

Service : Budget Owner :	Human Resources Cathy Watson	Original Budget	Agreed Budget Change	Current Budget	Forecast Variance to Period 4	Forecast Variance Period 6	Total Forecast Variance	Forecast Outturn	Comments regarding This Month's Forecast Variances
		£000's	£000's	£000's	£000's	£000's	£000's	£000's	
	Human Resources Client	0	(22)	(22)	0	0	0	(22)	No monthly forecast variances reported.
	HR Shared Service	0	0	0	0	0	0	0	No monthly forecast variances reported.
	Total : Human Resources	0	(22)	(22)	0	0	0	(22)	

Notes to Agreed Budget Changes

Reason for Agreed Budget Change

**Human Resources
total as @ Period 4**

Pension budgets re-aligned

(39)

17 Consolidation of pension implications (based on annual lump sum and contribution %)

**Human Resources
total as @ Period 6**

(22)

Table 2 - Variance Analysis by Service and Cost Centre (continued)

Service : Budget Owner :	Strategic Finance		Original Budget	Agreed Budget Change	Current Budget	Forecast Variance to Period 4	Forecast Variance Period 6	Total Forecast Variance	Forecast Outturn	Comments regarding This Month's Forecast Variances
	Jo Wagstaffe									
Finance and Resources	202	3	205	(20)	0	(20)	185	No monthly forecast variances reported.		
Finance Services Client	123	(3)	120	0	3	3	123	WBC's share of costs connected to the appointment of a new insurance broker.		
Revenues and Benefits Client	1,818	57	1,875	400	0	400	2,275	No monthly forecast variances reported.		
Corporate Costs (including adjustments under statute)	(4,077)	171	(3,906)	(200)	(50)	(250)	(4,156)	Dividend of (£50k) receivable from West Herts Crematorium to constituent members.		
Finance Shared Service	0	0	0	0	0	0	0	No monthly forecast variances reported.		
Revs and Bens Shared Service	0	0	0	0	0	0	0	No monthly forecast variances reported.		
Total : Strategic Finance	(1,934)	228	(1,706)	180	(47)	133	(1,573)			

Page 37

Notes to Agreed Budget Changes

Reason for Agreed Budget Change

**Strategic Finance
total as @ Period 4**

Pension budgets re-aligned

Strategic Finance

total as @ Period 6

373

(145) Consolidation of pension implications (based on annual lump sum and contribution %)

228

Table 3 - Direct Salaries Analysis

Direct Salary Costs Variance Analysis (Incl Consultancy Costs but excluding Shared Services & IAS19)

Service Area	Previous Year Final Restated	Original Budget	Agreed Budget Change	Current Budget	Forecast Variance to Period 4	Forecast Variance Period 6	Total Forecast Variance	Forecast Outturn	Variance		Comments regarding This Month's Forecast Variances
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	%	😊	
Corporate Strategy & Client Services	5,546	5,578	(3,641)	1,937	0	0	0	1,937	0.0	😊	No monthly forecast variances reported.
Community & Customer Services	3,523	3,580	(172)	3,408	0	(12)	(12)	3,396	(0.4)	😊	See Table 2 - Variance Analysis by Service and Cost Centre (page 7).
Democracy & Governance	1,907	1,840	(254)	1,586	0	0	0	1,586	0.0	😊	No monthly forecast variances reported.
Regeneration & Development	2,745	2,952	(551)	2,401	0	(32)	(32)	2,369	(1.3)	😊	See Table 2 - Variance Analysis by Service and Cost Centre (page 9).
Managing Director	369	240	(19)	221	0	0	0	221	0.0	😊	No monthly forecast variances reported.
Human Resources	9	17	(2)	15	0	0	0	15	0.0	😊	No monthly forecast variances reported.
Strategic Finance	1,089	169	(7)	162	0	0	0	162	0.0	😊	No monthly forecast variances reported.
Consultancy	225	134	(13)	121	0	32	32	153	26.4	😞	£50k spend on Watford 2031 agenda offset in part by (£18k) of consultancy savings identified in other service budgets.
Total	15,413	14,510	(4,659)	9,851	0	(12)	(12)	9,839	(0.1)	😊	

Notes to Agreed Budget Changes

Total as @ Period 4	(3,411)	
Pension budgets re-aligned	(1,248)	Consolidation of pension implications (based on annual lump sum and contribution %)
Total as @ Period 6	<u>(4,659)</u>	

Table 4 - Key Financial Risk Areas (as at end of September 2013)

Service Area	Original Budget	Current Budget	Forecast Variance to Period 4	Forecast Variance Period 6	Total Forecast Variance	Forecast Outturn	Variance		Comments
	£000's	£000's	£000's	£000's	£000's	£000's	%	☺	
Commercial Rental Income (incl Parks & Leisure properties and Multi Storey Car Parks)	(3,283)	(3,283)	(240)	0	(240)	(3,523)	(7.3)	☺	A detailed review of the Council's commercial property portfolio is routinely carried out by Property in consultation with Finance.
Housing Benefit Client :-									
Grant Income	(34,348)	(34,348)	400	(15)	385	(33,963)	1.1	☹	Extremely high risk area due to demands on the service including claimant volumes and central government changes to entitlements. Regular reviews are carried out within the service to ensure all claims are properly processed and validated. Variances in Period 6 relate to DWP funding concerning the removal of spare room subsidy.
Rent Allowance Payments	33,884	33,921	0	15	15	33,936	0.0	☹	
Shared Services (Operating Costs) :-									
Finance	821	901	0	3	3	904	0.3	☹	Reviewed and monitored by the appropriate Head of Service and agreed via the Shared Services Joint Committee. The adverse variance of £3k relates to WBC's share of costs connected to the appointment of a new insurance broker.
Human Resources	506	506	0	0	0	506	0.0	☺	
ICT	847	847	317	0	317	1,164	37.4	🔔	
Revenues & Benefits	1,733	1,733	0	0	0	1,733	0.0	☺	
Parks, Street & Waste Services (Net costs Re: Veolia outsourcing)	0	4,275	0	0	0	4,275	0.0	☺	These services comprise one third of Council net expenditure and need to be regularly monitored. The newly appointed client team meet monthly with the appointed contractor, Veolia Environmental Services to ensure the contract specification is being met.

Table 4 - Key Financial Risk Areas (as at end of September 2013) (continued)

Service Area	Original Budget	Current Budget	Forecast Variance to Period 4	Forecast Variance Period 6	Total Forecast Variance	Forecast Outturn	Variance		Comments
	£000's	£000's	£000's	£000's	£000's	£000's	%	☺	
Business Rates Retention	Circa 62,000	Circa 62,000	0	0	0	Circa 62,000	0.0	☺	Changes introduced by central government has meant that any shortfall in collection is split 50% to government, 40% by WBC and 10% by HCC. The Council now has a financial incentive to maximise income from this source.
Development Control / Building Control and Land Charges Income	(554)	(554)	0	(34)	(34)	(588)	(6.1)	☺	The fragile recovery in economic conditions continue to affect these income generators which have recently been revised upwards by the Head of Service (see Page 9). Legislation has also affected the ability to charge for Land Charge services. The Council also continues to look at operational cost savings via outsourcing which can be evidenced by the ongoing review of Building Control.
Homelessness Spend (net)	120	120	(30)	0	(30)	90	(25.0)	☺	B&B costs are regularly reviewed by the Housing Section Head and reported through the Head of Service. The service is also looking to streamline the number of temporary accommodation suppliers it uses to drive down cost.
Investment Interest	(270)	(270)	0	0	0	(270)	0.0	☺	Forecast higher cash balances available for investment offset by very low rates of interest. Other investment opportunities are also being considered E.G. investing with local authorities.
Kerbside Recycling Income	(464)	(464)	0	0	0	(464)	0.0	☺	The council retains significant interest and risk in recycling income post outsourcing to Veolia. The change in service to co-mingling in Nov 2013 is also an area under review by the client team.

Capital Programme

The position is summarised below and broken down on the following tables.

Capital Programme Financing	2011-2017 7 Year Cost £	2011/12 Actual £	2012/13 Actual £	2013/14 Original Budget £	2013/14 Current Budget £	2013/14 Actual @ P6 £	2014/15 Latest Budget £	2015/16 Latest Budget £	2016/17 Latest Budget £	2017/18 Latest Budget £
Expenditure										
General Fund Spend	47,783,002	8,329,492	3,702,019	17,804,705	19,040,049	2,046,210	10,173,732	3,556,710	1,501,000	1,480,000
Section 106 Schemes	6,518,558	1,151,823	1,252,669	3,781,356	3,781,356	301,575	332,710	0	0	0
Total Expenditure	54,301,560	9,481,315	4,954,688	21,586,061	22,821,405	2,347,785	10,506,442	3,556,710	1,501,000	1,480,000
Funding										
External borrowing from PWLB	4,000,000	0	0	4,000,000	4,000,000	0	0	0	0	0
Grants and Contributions	2,717,927	603,705	631,678	1,850,000	526,544	608,111	239,000	239,000	239,000	239,000
Reserves	7,783,977	49,741	0	1,500,000	4,297,912	40,169	1,878,324	1,558,000	0	0
Capital Receipts	33,224,187	7,797,210	3,156,703	10,011,867	9,951,156	1,397,930	8,056,408	1,759,710	1,262,000	1,241,000
Section 106 Schemes	6,575,469	1,030,659	1,166,307	4,224,194	4,045,793	301,575	332,710	0	0	0
Total Funding	54,301,560	9,481,315	4,954,688	21,586,061	22,821,405	2,347,785	10,506,442	3,556,710	1,501,000	1,480,000

Available Funding - Capital Receipts	2013/14 Original Budget £	2013/14 Current Budget £	2013/14 Actual @ P6 £	2014/15 Latest Budget £	2015/16 Latest Budget £	2016/17 Latest Budget £	2017/18 Latest Budget £
Balance Bought Forward	12,246,330	12,246,330	12,246,330	7,879,868	1,309,485	(1,047,225)	(1,753,225)
Used for Financing	(13,773,460)	(9,366,462)	(1,397,930)	(9,570,383)	(4,356,710)	(2,006,000)	(1,506,000)
New Receipts	5,000,000	5,000,000	3,448,979	3,000,000	2,000,000	1,300,000	2,000,000
Balance Carried Forward	3,472,870	7,879,868	14,297,379	1,309,485	(1,047,225)	(1,753,225)	(1,259,225)

Available Funding - S106	2013/14 Original Budget £	2013/14 Current Budget £	2013/14 Actual @ P6 £	2014/15 Latest Budget £	2015/16 Latest Budget £	2016/17 Latest Budget £	2017/18 Latest Budget £
Balance Bought Forward	4,875,415	4,875,415	4,875,415	965,726	798,205	807,783	817,476
Used for Financing	(3,781,356)	(4,224,194)	(301,575)	(332,710)	0	0	0
New Receipts	250,000	250,000	983,974	150,000	0	0	0
Interest	37,317	64,505	32,253	15,189	9,578	9,693	10,000
Balance Carried Forward	1,381,376	965,726	5,590,067	798,205	807,783	817,476	827,476

Capital Investment Programme Schemes	2011-2017 7 Year Cost £	2011/12 Actual £	2012/13 Actual £	2013/14 Original Budget £	2013/14 Current Budget £	2013/14 Actual @ P6 £	2014/15 Latest Budget £	2015/16 Latest Budget £	2016/17 Latest Budget £	2017/18 Budget £
General Fund Schemes										
Key Projects										
Capitalised Salaries	0	0	0	0	0	0	0	0	0	0
Cardiff Rd Campus	4,174,376	1,886,444	560,752	1,727,180	1,727,180	93,731	0	0	0	0
Cardiff Rd Health Campus - Cont to LABV	3,000,000	0	0	0	0	0	1,500,000	1,500,000	0	0
Cardiff Rd Health Campus - Loan to WHHT	2,000,000	0	0	0	0	0	2,000,000	0	0	0
Green Spaces Strategy	917,500	358,367	339,604	219,529	219,529	45,381	0	0	0	0
Colosseum Refurbishment	2,793,728	2,585,794	207,934	0	0	22,662	0	0	0	0
Cultural Quarter Phase 1	4,693,080	124,620	357,939	3,515,395	3,431,549	492,936	689,262	89,710	0	0
Contribution to Croyley Rail Link	2,532,014	0	0	2,532,014	2,532,014	0	0	0	0	0
New Market	2,600,000	0	12,580	1,387,420	2,487,420	40,169	100,000	0	0	0
Environmental Services										
Recycling Boxes	55,080	0	15,080	20,000	20,000	3,060	20,000	0	0	0
Trade Waste Recycling Bins	18,118	1,550	16,568	20,000	0	0	0	0	0	0
Additional Green Waste Bins	47,955	11,955	0	0	0	0	18,000	18,000	0	0
Kerbside Recycling Vehicles	693,165	0	0	650,000	693,165	102,312	0	0	0	0
Decent Homes Assistance	742,205	166,649	65,556	200,000	110,000	34,133	200,000	200,000	0	0
Env Services Schemes (Handyman Asst)	53,480	27,628	10,852	0	15,000	14,322	0	0	0	0
Env Services Schemes (Empty Homes Asst'ce)	195,326	44,975	75,351	0	75,000	2,410	0	0	0	0
Replacement Domestic Bins	60,000	0	0	20,000	20,000	5,766	20,000	20,000	0	0
Kerbside Vehicles x 2	548,620	0	0	600,000	548,620	0	0	0	0	0
1,300 Eurobins	173,485	0	0	320,000	173,485	0	0	0	0	0
Energy Grants (Carbon M'gmt/Clim Ch'ge)	111,903	14,184	20,719	77,000	77,000	46	0	0	0	0
JCB Excavator	60,500	0	0	0	60,500	0	0	0	0	0
Parks Equipment (6 mowers)	148,024	0	0	0	148,024	0	0	0	0	0
Johnson Sweepers (3)	205,845	0	0	0	205,845	0	0	0	0	0
Cages (5)	174,341	0	0	0	174,341	0	0	0	0	0
Litter Pick Up Trucks (2)	40,050	0	0	0	40,050	0	0	0	0	0
Large Van (Graffiti)	38,737	0	0	0	38,737	0	0	0	0	0
Street Furniture Van	29,953	0	0	0	29,953	0	0	0	0	0
Flail & Gator (2)	33,989	0	0	0	33,989	0	0	0	0	0
POV Electric Cart (1)	15,250	0	0	0	15,250	0	0	0	0	0

Capital Programme (continued)

Capital Investment Programme Schemes	2011-2017 7 Year Cost £	2011/12 Actual £	2012/13 Actual £	2013/14 Original Budget £	2013/14 Current Budget £	2013/14 Actual @ P6 £	2014/15 Latest Budget £	2015/16 Latest Budget £	2016/17 Latest Budget £	2017/18 Budget £
General Fund Schemes										
Community & Leisure Services										
Allotments Upgrades	1,410,000	0	0	410,000	1,010,000	17,613	400,000	0	0	0
Cassiobury Park HLF Project	625,000	0	22,162	602,838	602,838	198,599	0	0	0	0
Farm Terrace Allotments relocation	750,000	0	0	400,000	400,000	32,858	350,000	0	0	0
Hurling Club relocation	950,000	0	0	550,000	950,000	4	0	0	0	0
Woodside Access Improvements Phase 1	232,288	227,121	5,167	0	0	2,727	0	0	0	0
Waterfield Recreation Gd Car Park Imp'ts	8,688	1,068	7,620	0	0	0	0	0	0	0
St Mary's Tombs	100,316	0	1,024	99,292	99,292	29,944	0	0	0	0

Capital Investment Programme Schemes	2011-2017 7 Year Cost £	2011/12 Actual £	2012/13 Actual £	2013/14 Original Budget £	2013/14 Current Budget £	2013/14 Actual @ P6 £	2014/15 Latest Budget £	2015/16 Latest Budget £	2016/17 Latest Budget £	2017/18 Budget £
General Fund Schemes (contd.)										
Housing Services										
Stand Alone Properties (Decent Standards)	74,538	7,696	51,730	97,074	15,112	0	0	0	0	0
Mandatory Disabled Facilities Grant	2,854,249	558,636	295,613	826,119	400,000	136,816	400,000	400,000	400,000	400,000
Affordable Housing	189,555	127,868	58,380	527,995	3,307	1,448	0	0	0	0
Private Sector Stock Condition Survey	20,875	0	0	20,875	20,875	0	0	0	0	0
Parking Service										
Upgrading / Resurfacing Car Parks	241,235	47,860	7,786	75,589	75,589	35,674	35,000	35,000	20,000	20,000
Multi Storey Car Parks Refurbishment	0	0	0	0	0	0	0	0	0	0

Capital Investment Programme Schemes	2011-2017 7 Year Cost £	2011/12 Actual £	2012/13 Actual £	2013/14 Original Budget £	2013/14 Current Budget £	2013/14 Actual @ P6 £	2014/15 Latest Budget £	2015/16 Latest Budget £	2016/17 Latest Budget £	2017/18 Budget £
General Fund Schemes (contd.)										
ICT										
ICT-Hardware Replacement Programme	478,140	57,666	30,474	70,000	70,000	8,041	80,000	80,000	80,000	80,000
ICT-Project Management Provision	600,000	0	0	120,000	120,000	8,700	120,000	120,000	120,000	120,000
ICT-Customer Relationship M'gmt System	25,924	29,824	(3,900)	0	0	0	0	0	0	0
ICT-eDemocracy	16,024	16,024	0	0	0	0	0	0	0	0
ICT - Document Management Processing	15,000	0	0	15,000	15,000	0	0	0	0	0
ICT-Environmental Health	221,067	(12,939)	(3,933)	147,939	147,939	0	45,000	45,000	0	0
Asset Management System	11,317	11,317	0	0	0	2,370	0	0	0	0

Capital Investment Programme Schemes	2011-2017 7 Year Cost £	2011/12 Actual £	2012/13 Actual £	2013/14 Original Budget £	2013/14 Current Budget £	2013/14 Actual @ P6 £	2014/15 Latest Budget £	2015/16 Latest Budget £	2016/17 Latest Budget £	2017/18 Budget £
Asset Management										
Charter Place	685,626	152,169	533,457	0	0	(10,978)	0	0	0	0
Feasibility & Disposal Costs	0	0	0	300,000	0	0	0	0	0	0
Events Market	79,607	79,120	487	0	0	0	0	0	0	0
Imagine Watford Project	0	0	0	0	0	0	0	0	0	0
Depot Refurbishment	943,475	884,991	16,023	42,461	42,461	23,705	0	0	0	0
Building Investment Programme	2,935,243	333,081	238,193	743,969	683,969	149,430	440,000	440,000	400,000	400,000
Car Parks Structural Surveys	95,000	0	0	70,000	70,000	5,996	15,000	10,000	0	0
Guest Market (Indoor)	1,881	1,881	0	0	0	(1,745)	0	0	0	0
Town Centre CCTV Relocation	466,501	(25,001)	6,371	485,131	485,131	9,530	0	0	0	0
Property Asset Management System	10,861	0	7,046	3,815	3,815	0	0	0	0	0
Redevelopment Opportunities	3,000,000	0	0	0	0	0	3,000,000	0	0	0
Voice Automated Telephony	30,000	0	0	30,000	30,000	30,315	0	0	0	0
Ascot Road Regearing Valuation Support	50,000	0	0	0	50,000	36,054	0	0	0	0
Atrium Phase 5 (GIS & Cad Integration)	34,000	0	0	34,000	34,000	0	0	0	0	0
Veolia Capital Improvements	300,000	0	0	0	60,000	0	60,000	60,000	60,000	60,000
Watford Business Park Redevelopment	0	0	0	0	0	0	0	0	0	0

Capital Programme (continued)

Capital Investment Programme Schemes	2011-2017 7 Year Cost £	2011/12 Actual £	2012/13 Actual £	2013/14 Original Budget £	2013/14 Current Budget £	2013/14 Actual @ P6 £	2014/15 Latest Budget £	2015/16 Latest Budget £	2016/17 Latest Budget £	2017/18 Budget £
ICT - Shared Services Joint Committee										
Shared Services Server Replacement	183,636	88,112	95,524	0	0	(2,174)	0	0	0	0
Shared Services-Capita Transition Costs	17,977	7,850	10,127	0	0	0	0	0	0	0
Shared Services ICT Development	200,000	0	0	270,000	200,000	382,273	0	0	0	0
Shared Services Hardware Replace Prog	90,918	24,075	12,843	18,000	18,000	0	18,000	18,000	0	0
Shared Services HR CPD Module	3,600	0	0	3,600	3,600	0	0	0	0	0
Shared Services E-Academy	117,114	42,694	74,420	0	0	0	0	0	0	0
Shared Services Income Management	32,987	32,987	0	0	0	0	0	0	0	0
Corp Services / Project Management										
Support Services	3,370,636	413,226	552,470	552,470	552,470	92,082	552,470	500,000	400,000	400,000
New Schemes Requiring Approval										
Telephony-Cost of Replacement server (Macfa	10,000	0	0	0	0	0	10,000	0	0	0
Pop Up Toilets automation and refurbishment	35,000	0	0	0	0	0	35,000	0	0	0
Museum CCTV and Intruder alarm system	45,000	0	0	0	0	0	45,000	0	0	0
Town Centre CCTV Camera Replacement	63,000	0	0	0	0	0	21,000	21,000	21,000	0
Total General Fund Schemes	47,783,002	8,329,492	3,702,019	17,804,705	19,040,049	2,046,210	10,173,732	3,556,710	1,501,000	1,480,000

Capital Investment Programme Schemes	2011-2017 7 Year Cost £	2011/12 Actual £	2012/13 Actual £	2013/14 Original Budget £	2013/14 Current Budget £	2013/14 Actual @ P6 £	2014/15 Latest Budget £	2015/16 Latest Budget £	2016/17 Latest Budget £	2017/18 Budget £
Section 106 Schemes										
Croxley Rail Link	593,832	146	6,056	587,630	587,630	0	0	0	0	0
East Drive Play Area	120,000	0	0	120,000	120,000	0	0	0	0	0
Estcourt Road Improvements	15,000	0	0	15,000	15,000	15,000	0	0	0	0
Stamford Road Rec Play Area	17,000	16,896	104	0	0	0	0	0	0	0
St Johns Road Play Area	31,000	25,324	1,540	4,136	4,136	0	0	0	0	0
Stripling Road Play Area Improvements	10,000	0	10,000	0	0	0	0	0	0	0
Courtlands Close Play Area	40,001	38,993	1,008	0	0	0	0	0	0	0
Goodwood Rec Play Area Improvements	29,077	22,114	1,515	5,448	5,448	131	0	0	0	0
Riverside Recreation Ground	330,000	0	6,501	323,499	323,499	0	0	0	0	0
Colne River Project	992,216	39,819	247,753	454,644	454,644	155,267	250,000	0	0	0
Fern Way Play Area Landscaping	15,000	0	0	15,000	15,000	0	0	0	0	0
Knutsford Road	99,994	979	49,515	49,500	49,500	0	0	0	0	0
Local Park Improvements	250,000	67,073	58,133	62,294	62,294	0	62,500	0	0	0
Wiggenhall Allotments	75,001	51,199	23,802	0	0	0	0	0	0	0
Local Nature Reserves	79,920	21,175	14,445	24,300	24,300	0	20,000	0	0	0
Watford Museum	15,159	2,659	0	12,500	12,500	5,185	0	0	0	0
Colne Valley Improvements	67,784	28,930	30,155	8,699	8,699	0	0	0	0	0
Oxhey Park	67,979	67,979	0	0	0	0	0	0	0	0
Cow Lane Improvements	23,000	0	0	23,000	23,000	0	0	0	0	0
Woodside Playing Field (Green Flag)	43,978	35,639	8,339	0	0	0	0	0	0	0
Multi Use Games At Meriden	120,000	0	0	120,000	120,000	0	0	0	0	0
Cassiobury Park Study Facilities	19,112	18,953	159	0	0	523	0	0	0	0
Changing Facilities Knutsford Play Fields	412,078	400,272	11,806	0	0	0	0	0	0	0
Waterfield Rec & Knutsford Play Fields	160,039	6,039	154,000	0	0	0	0	0	0	0
Oxhey Park Bridge	15,226	10,955	4,271	0	0	0	0	0	0	0
Harwoods Rec Play Area	144,799	0	144,799	0	0	0	0	0	0	0
Central Primary School Play Area	40,000	0	40,000	0	0	0	0	0	0	0
North Watford Playing Fields Area	111,489	42	111,447	0	0	0	0	0	0	0
Himalayan Way Play Area	100,000	0	1,058	98,942	98,942	0	0	0	0	0
Jellicoe Road Play Area Improvements	11,000	0	3,262	7,738	7,738	845	0	0	0	0
Watford Fields Play Area	20,000	20,000	0	0	0	0	0	0	0	0
Harebreaks Rec Ground Play Area	121,000	0	0	121,000	121,000	0	0	0	0	0
Waterfields Rec Play Area	100,000	0	26,540	73,460	73,460	1,288	0	0	0	0
Meriden Park Play Area	250,000	222,000	0	28,000	28,000	0	0	0	0	0
Callowland Recreation Ground	555,000	12,914	166,082	376,004	376,004	8,854	0	0	0	0
Oxhey Park	550,000	21,000	13,522	515,478	515,478	105,687	0	0	0	0
King George V Playing Field	350,000	12,723	38,583	298,694	298,694	8,795	0	0	0	0
Radlett Road MUGA	30,000	0	0	30,000	30,000	0	0	0	0	0
Leavesden Green Rec MUGA	53,487	0	53,487	0	0	0	0	0	0	0
North Watford Cemetery	75,000	4,000	0	71,000	71,000	0	0	0	0	0
Vicarage Road Cemetery	75,000	4,000	0	71,000	71,000	0	0	0	0	0
Cherry Tree Allotments	32,929	0	20,929	12,000	12,000	0	0	0	0	0
Farm Terrace Allotments	3,600	0	3,600	0	0	0	0	0	0	0
Skate Park Improvements	30,000	0	0	30,000	30,000	0	0	0	0	0
Berry Avenue Play Area	60,000	0	0	60,000	60,000	0	0	0	0	0
Southwold Road Play Area	50,000	0	0	50,000	50,000	0	0	0	0	0
Ridgehurst Avenue Play Area	50,000	0	0	50,000	50,000	0	0	0	0	0
Garston Park	62,000	0	0	62,000	62,000	0	0	0	0	0
Centennial House Landscaping & Maint'ce	858	0	258	390	390	0	210	0	0	0
Total Section 106 Schemes	6,518,558	1,151,823	1,252,669	3,781,356	3,781,356	301,575	332,710	0	0	0
<i>Rounding Adjustments</i>										
Total Capital Investment Programme	54,301,560	9,481,315	4,954,688	21,586,061	22,821,405	2,347,785	10,506,442	3,556,710	1,501,000	1,480,000

Part 2 - Performance Indicators

2 - Performance Indicators

The following analysis identifies performance on the Council's key 'financial health' and key business indicators.

2.1 Treasury Management Performance

The performance of the council's treasury management strategy for the period ending 30th September 2013 shows an average annualised return on investments of 0.70% which is below the original estimate of 1.0%. The size of the Council's investment portfolio is larger than anticipated so budgeted interest receivable for the year therefore remains unchanged at £240k.

The current estimate of interest returns for 2013/14 is:

	<u>2013/14</u>
Best case	1.00 %
Central case	0.70 %
Worst case	0.50 %

2.2 Creditor Payment Monitoring @ Period 6 (September 2013)

The Council paid 98.32% of undisputed invoices within 30 days (against an Audit Commission target of 100%). Under government legislation, invoices not paid within 30 days are subject to interest charges (excluding those invoices that are in dispute).

The number of payments made by BACS for the month was 90.34% (cumulative figure is 90.24%) against a target of 90%.

Creditor Payment Monitoring Statistics By Service Area

Service Area	Total Undisputed Invoices	Late Payments	Payments On Time	% Payments On Time (This Month)	% Payments On Time (Yr to date)
Corporate Strategy & Client Services	34	0	34	100.00	97.97
Community & Customer Services	112	0	112	100.00	96.89
Democracy & Governance	300	5	295	98.33	97.16
Regeneration & Development	106	0	106	100.00	98.04
Managing Director	6	0	6	100.00	94.67
Shared Services	97	6	91	93.81	92.58
Total	655	11	644	98.32	96.54

Cumulative Percentages of Payments Made On Time

Month	2012/13 Actual %	2013/14 Actual %
April	94.67	96.22
May	92.09	95.91
June	91.69	95.94
July	90.91	95.61
August	90.78	96.21
September	90.32	96.54
October	90.32	
November	91.18	
December	92.07	
January	92.26	
February	92.60	
March	92.93	

2.3 Debtors Monitoring @ Period 6 (September 2013)








Debtors monitoring statistics by service area is as follows :-







Invoices Raised from 1st April 2013 to 30th September 2013					
Service Area	No. Invoices	Total Raised £	Collected £	Outstanding	
				£	%
Corporate Strategy & Client Services	1,396	991,267	918,918	72,349	7.30
Community & Customer Services	340	688,617	660,401	28,216	4.10
Democracy & Governance	0	0	0	0	N/A
Regeneration & Development	3,033	9,870,913	9,046,442	824,471	8.35
Managing Director	12	6,046,701	6,028,761	17,940	0.30
Human Resources	2	783	498	285	36.40
Strategic Finance	430	683,665	676,671	6,994	1.02
Total	5,213	18,281,946	17,331,691	950,255	5.20

Of the outstanding debt of £950,255, the amount between 0 to 3 months old totals £711,741 (74.90%).

2.4

Council Tax and NNDR Collection Rates

Reference	Description														
RB 1	Council Tax Collection														
Indicator Definition	Percentage of current year council tax collected in year														
		Annual	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
Watford	Target	96.0	10.8	19.8	28.6	37.8	46.7	55.2	64.3	73.5	82.4	90.6	94.0	96.0	
	2012/13 Actual	95.6	11.1	19.6	28.1	36.8	46.0	54.7	64.0	72.8	81.7	90.0	93.4	95.4	
	2013/14 Actual		11.0	19.9	28.5	37.4	46.2	55.0							
	Target Achieved?														
	Direction of Travel		↓	↑	↓	↓	↓	↓	↓						
Comment on Performance															
The average in-year collection rate for English Shire Districts in 2012/13 was 97.4%. Targets for 2013/14 have been adjusted in the light of 2012/13 recovery rates and April 2013 changes eg reductions in benefits.															

Reference	Description														
RB 2	NNDR Collection														
Indicator Definition	Percentage of current year national non-domestic rates collected in year														
		Annual	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
Watford	Target	97.0	13.7	23.5	33.4	41.6	50.5	60.1	68.8	77.7	88.4	92.7	94.8	96.5	
	2012/13 Actual	96.7	13.5	23.0	32.6	41.8	50.3	56.6	69.6	79.0	86.7	93.9	95.6	97.0	
	2013/14 Actual		13.3	23.9	32.4	42.3	51.4	Not available							
	Target Achieved?								Not available						
	Direction of Travel		↓	↑	↓	↑	↑	↑	Not available						
Comment on Performance															
The average in-year collection rate for English Shire Districts in 2012/13 was 97.7%. Targets for 2013/14 have been adjusted in the light of 2012/13 recovery rates. The 2012/13 collection and 2013/14 collection to date takes account of rates deferral (a manual calculation is currently done for it as the system cannot yet deal with it).															

This page is intentionally left blank