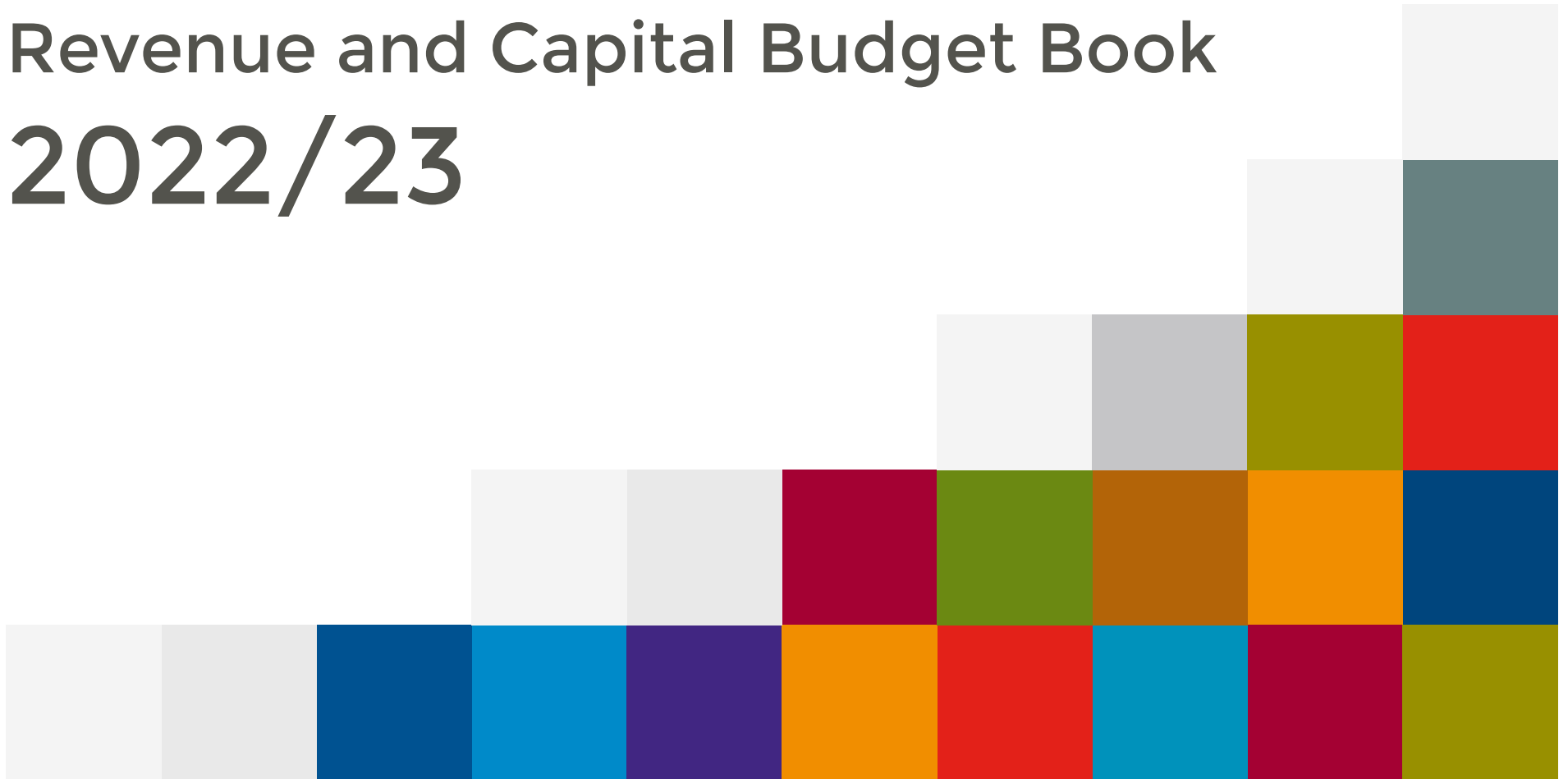


Revenue and Capital Budget Book 2022/23



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Preface

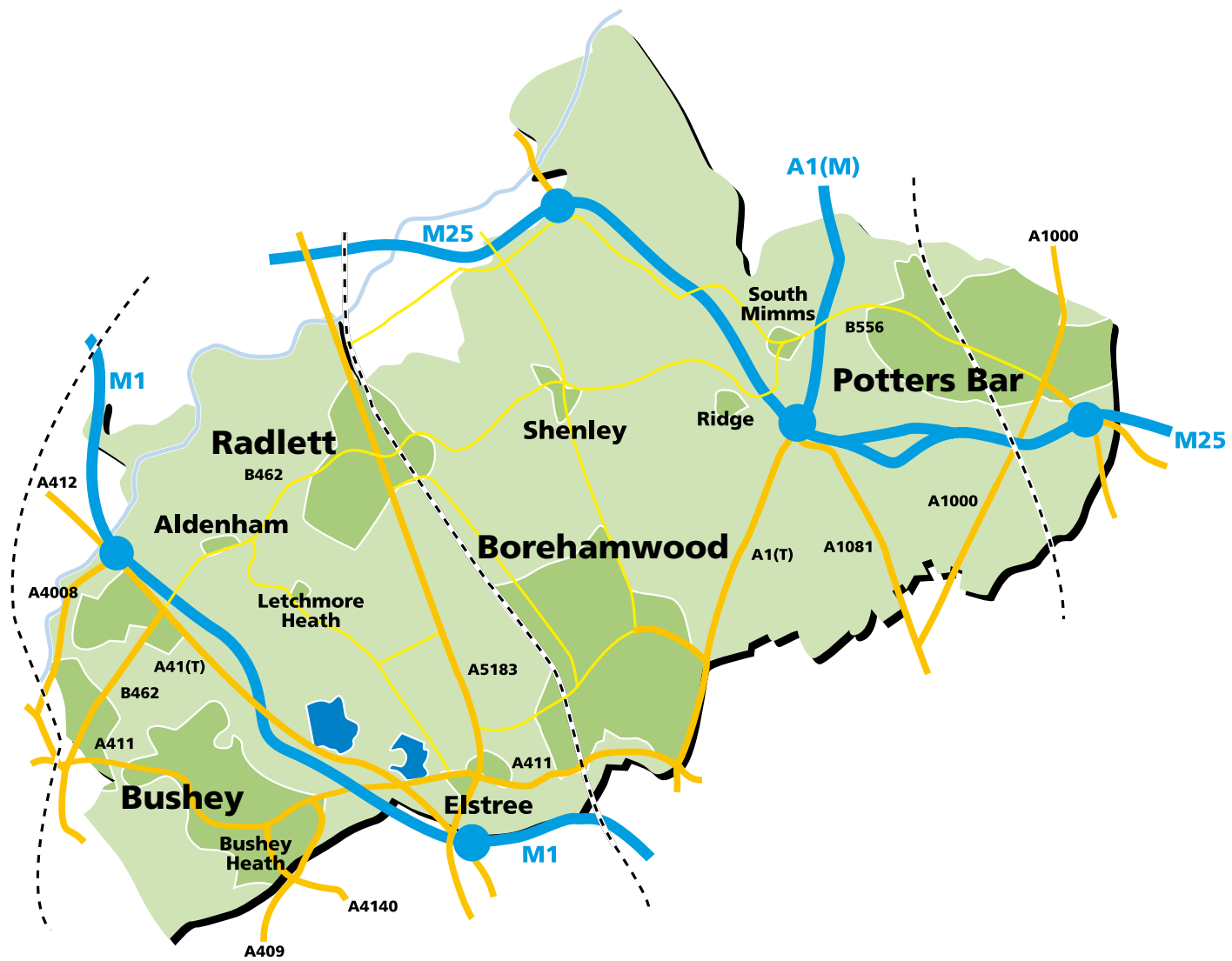
Welcome to Hertsmere Borough Council's 2022/23 Budget Book.

The budget book presents information on setting the council tax, together with the following budgets:

- The Revenue Budget 2022/23;
- The Capital Programme 2021/22 - 2024/25.
(see capital preface - page 104)

The introduction section provides information on:

- Hertsmere Borough Council - a brief profile;
- How the council operates;
- General statistics;
- Services provided by the council;
- The Council's Revenue Budget;
 - Covid 19;
 - Achieving a balanced budget;
 - The revenue budget setting process;
 - Factors affecting the 2022/23 budget;
 - Funding the annual revenue budget;
- Council tax collected in Hertsmere;
 - Analysis of council tax levy 2022/23;
- CIPFA budget categorisation;
- Presentation of financial information - Budget Format.



Introduction

Hertsmere Borough Council - a Brief Profile

The borough has a population of over 105,000 and covers just over 39 square miles (about 10,200 hectares) in the south of Hertfordshire. There are over 44,000 dwellings and 3,000 commercial premises in the area.

From its southern border with the London Boroughs of Harrow, Barnet and Enfield, the borough extends north, again sharing on its eastern side a common boundary with Barnet and further north with Welwyn Hatfield. The City and District of St. Albans forms the northern boundary, with Three Rivers District and the Borough of Watford to the west. A location map of Hertsmere is on page 6.

There are four main centres of population. Bushey lies in the west, Potters Bar in the east and Elstree/Borehamwood, with the largest population, almost equidistant between the two. Radlett, the fourth main centre, is two miles to the north of Borehamwood. Hertsmere is one of the most favoured residential districts situated to the north of London and has some of the finest schools in the country. The borough has excellent transportation links - Central London is a mere 25 minutes by train from Elstree and Borehamwood railway station.

How the Council Operates

The council is composed of 39 Councillors with elections every four years. Councillors are democratically accountable to residents of their ward.

Councillors agree to follow a Code of Conduct to ensure high standards in the way they undertake their duties. The Standards Committee trains and advises them on the Code of Conduct.

All councillors meet together as the council. Meetings of the council are normally open to the public. Here councillors decide the council's overall policies and set the budget each year. The council appoints the Leader, considers the Leader's proposals for membership of the Executive and appoints the Overview and Scrutiny Committees and the Standards Committee. At these meetings there is a provision for questions from the public, which have been received in advance of the meeting to be answered.

General Statistics

Population 2020 (Office of National Statistics estimates)		105,471
Total Area		39.4 sq. miles
Urban Area		7.96 sq. miles
Area of countryside		29.5 sq. miles
Length of principle roads	M1	4.2 miles
	M25	6.2 miles
	A1	2.8 miles
Rail travel time to Central London from:	Elstree	25 mins
	Potters Bar	16 mins
	Radlett	28 mins
Distance to major airports	Luton	14 miles
	Heathrow	21 miles
	Gatwick	58 miles
	Stanstead	30 miles
Total number of dwellings		44,784
Parliamentary constituency		Hertsmere
Number of electors on register		78,622

Services Provided by the Council

Under the council's constitution many varied services are provided, a few of which are listed below. (Full details can be found under each service area within the revenue budget pages of this budget book).

- Building Control**
- Cemeteries
- Council Tax and Business Rates
- Community Safety
- Drainage
- Electoral Services
- Environmental Health
- Housing
- Housing Benefit
- Land Charges
- Licensing
- Local Plan
- Property Management
- Planning Applications
- Parking
- Parks
- Recycling / Waste collection
- Street Cleansing

The Council's Revenue Budget

The Council's Revenue Budget represents the council's target for the cost of providing its ongoing services in the forthcoming year. The council is required by law to set a balanced revenue budget each year, showing how it intends to fund the services it plans to provide in the forthcoming year.

* Service now provided by Hertfordshire Building Control Limited – a county-wide partnership

The revenue budget therefore reflects the financial implications of the council's aims and objectives for the forthcoming year including those priorities contained in the Corporate Plan.

Covid-19

Since March 2020, the Covid-19 pandemic has a significant impact on the revenue budget with additional spending in response to the pandemic and a significant loss of income from fees and charges, rental income and tax revenues mainly as a result of lockdown restrictions.

Despite the ongoing impact of the pandemic, the 2021/22 net budget requirement quite deliberately reflected normal service provision as this then enabled the full financial impact of the pandemic to remain transparent and enabled easier reporting to senior management, members and to Government.

During 2021/22, the Council had anticipated and received further Government emergency funding, new burdens funding and lost income funding, in relation to additional cost pressures and lost income arising due to the pandemic and this funding was applied to meet the resulting funding gap identified through regular monitoring against the original budget.

However, in setting the 2022/23 budget consideration has now been given to the ongoing impact on demand-led services such as Waste and Parking, which have been affected as a result of national changes in behaviours, such as increased working from home, and are not anticipated to return to pre-pandemic levels for some time. Service budgets, therefore, now reflect the anticipated demand for services in 2022/23 rather than normal pre-pandemic levels.

Achieving a Balanced Budget

Each year, the council is required under statute to present a balanced budget. The cost of providing its ongoing services needs to be balanced by the funding received through government grants, council tax and fees & charges. The declining level of government grants in recent years means that the council really only have the following options to consider in achieving this requirement:

- Reduce the annual expenditure requirement by making expenditure savings or increasing the level of fees and charges;
- Generate new income through innovation and commercialisation;
- Increase the level of council tax.

Conscious of the service impact as well as the financial burden on its residents, the council has increased the average Band D council tax by £5 this year whilst also achieving savings through service improvements and other efficiencies.

The outcome is a considered balance that protects essential services and reduces reliance on one-off income. Applying further efficiency savings would increase the risk of reducing current service levels. A combination of market forces and statutory guidelines together prevent further increases in fees and charges.

The council's key aim in setting the council tax for 2022/23 has been to maintain, if not improve, value for money to the local taxpayer for the services it provides and to continue to reduce its dependence on central government grants.

Government Policy

Government policy has a significant impact on the revenue budget as such policy determines the level of grant funding.

Further to the Spending Review 2015 (four-year settlement), Local Government had been anticipating a further multi-year finance settlement from 2020/21 as well as announcements in respect of the Fair Funding Review and the review of the system of Business Rates redistribution and retention. However, due to other Central Government priorities at the time, mainly in relation to Brexit, the Chancellor announced a single year spending round for 2020/21 and a deferral of the Spending Review and Business Rates reset until 2021/22.

In the 2020 spending round these reviews were delayed again due to the Government's response to the Covid-19 pandemic and a further single year spending round was announced rolling forward the four-year settlement for a further year, albeit with some additional one-off funding in recognition of the impact of Covid on Core Spending Power and Council Tax Collection.

The Autumn Statement and Spending Review 2021 (SR21) were laid before parliament on 27th October 2021 and covered the period 2022/23 to 2024/25, the first multi-year settlement since 2015, which was set out across the following themes:

- Investing in growth;
- Supporting people and businesses;
- Building back greener;
- Levelling up;
- Advancing Global Britain;
- Seizing opportunities of Brexit.

The SR21 has been delivered within the constraints of a new set of fiscal rules:

"To have public sector net debt (excluding the Bank of England) as a percentage of GDP falling by the third year of the rolling forecast period. This will be supplemented by Treasury mandates for:

- A target to balance the current budget by the third year of the rolling forecast period.*
- A target to ensure that public sector net investment (PSNI) does not exceed 3% of GDP on average over the rolling forecast period.*

A target to ensure that expenditure on welfare is contained within a predetermined cap and margin set by the Treasury."

The key budget announcements in SR21 affecting local government finances were:

- **Core Spending Power:** is set to increase by 3% per annum, this includes additional revenues from Council Tax in line with referendum limits which are set to remain at 2%;
- **Public Sector Pay:** The public sector pay freeze will be ended, with pay rises across the public sector retaining "broad parity with the private sector and continuing to be affordable";

SR21 confirmed the addition of the 1.25% Health and Social Care levy to national insurance contributions and dividend income. It was however indicated that the public sector would receive additional funding in relation to these additional costs;

- **Business Rates:** The multiplier will be frozen for the second year running although local authorities will be compensated for the under indexing via section 31 grant funding;

An extension of the Retail, Hospitality and Leisure relief for 2022/23, this time at 50% which is lower than the 66% currently applicable;

After the next revaluation in 2023, revaluations will take place every three years, which will also require the extension of the current Transitional Relief and Supporting Small Business schemes for 2022/23;

Historically extended reliefs and discounts such as these have been funded through section 31 grant;

No announcement was made about the government's plans for funding reform or a reset of the Business Rates Retention (BRR) system, both of which were originally expected to be implemented in 2019/20, but which have been delayed a number of times;

- **Homelessness:** The Rough Sleeping Initiative and Homelessness Prevention Grant will be continued.

The Revenue Budget Setting Process

Setting an achievable revenue budget is dependent upon resolving the fundamental conflict between the desire to improve services whilst at the same time ensuring that the cost of those services to the taxpayer is acceptable.

In order to resolve these conflicting aims, the council needs to gain a clear understanding of the following factors:

- Which areas the council considers to be its priorities for allocating funding, (see the section on Corporate Planning below);
- What level of funding is required to provide each service for the forthcoming year;
- Whether any efficiency savings or innovative service delivery solutions are possible for each service (e.g. through partnerships);
- Whether any additional income can be generated, either in the form of government grants or through fees and charges levied;
- After consideration of all of the above factors, what would be an acceptable level of council tax for the forthcoming year.

In order to gain a clear understanding of each of the factors listed above, consultation is undertaken formally with the following groups prior to presenting a proposed budget to full council for approval:

- Service Managers;
- The Portfolio Holder for Finance & Property and the Leader of the Council;
- The Budget Panel;
- The Executive as a whole;
- Policy Review Committee and all Members;
- All staff;
- Business Ratepayers;
- Residents;
- All stakeholders;

Consultation is invited via a dedicated email address: budget.consultation@hertsmere.gov.uk which is promoted through local press releases, on the council website and via social media. The council also carries out more targeted resident consultation and feedback through the Corporate Planning processes outlined below.

The council's budget must be approved at a meeting of the full council in order for it to be enacted. Full council agreed the 2022/23 budget presented in this book on 23 February 2022.

Corporate Planning and the Annual Budget

The revenue budget needs to be considered in the context of the council's wider aims and objectives for delivering its services. In order for the council to be able to meet its targets for delivering services, it is necessary to ensure that the right amount of funding is available for each service in the revenue budget. Equally, the provision of services is constrained by the level of financial resource available through the revenue budget. Thus service delivery and financial planning are closely linked.

In order to deliver best value to its taxpayers, Hertsmer is continually reviewing its services, operational structure, and systems. The council is committed to seek value for money from all its services and has a record of significant improvements in the efficiency and effectiveness of its services to the benefit of council taxpayers and users of services.

To support this aim, the council carries out consultation with local residents, including regular community surveys and more specific surveys with a panel of local residents. These surveys have also been used to establish local priorities for service delivery and are articulated through the council's Corporate Plan Review.

Hertsmer Borough Council has a leading role to play in improving the quality of life for people who live and work in the borough. The Hertsmer Vision (2022-2027) sets out the key areas of focus for the council and commitments which articulate how the council will deliver against the key areas. The Hertsmer Vision builds on the achievements of the previous Corporate Plan with actions in the plan seeking to address the important issues identified by local people in the Place & Residents' Survey.

The Hertsmer Vision aids decision making by keeping the council focused on what matters to residents and other key stakeholders and is a vital means of communicating the priorities of the council to these groups.

It will be supported by an annual Corporate Action Plan setting out high level proposed actions for the forthcoming year and a retrospective Annual Report which will detail work done by the council from the previous year. The Performance Strategy will also be refreshed to reflect this approach and a revised set of performance indicators will be produced to reflect the council's updated priorities.

It will be possible to monitor progress on the range of activities that the council will be doing throughout the year to improve council services and quality of life for residents through a

number of ways, but primarily through our community magazine, Hertsmere News, via our website (www.hertsmere.gov.uk) as well as through social networking sites such as Facebook and Twitter.

The **Hertsmere Vision** identifies six position statements:

- **Strong Identity**
- **Sustainable Growth**
- **Enterprising**
- **Climate Action**
- **Inclusive and Equitable**
- **Open and Collaborative**

The content of the annual Corporate Action Plan will be developed in conjunction with Senior Officers and the Executive and will reflect high level priority actions for the council over the next 12 months. It is intended that each line in the Corporate Action Plan will also be subject to separate, more detailed project and risk management processes, which will include the establishment of qualitative and quantitative performance indicators and regular monitoring of these at both officer and member level.

The Corporate Actions will then be reflected in relevant Departmental Service Plans which are being produced across the council. It should be noted that Departmental Service Plans will continue to reflect the wider work carried out by each service area in addition to that identified as a corporate priority for action. The budget process will be based on information contained within each service plan.

Departmental Service Plan actions will, in turn, feed down to individual staff Key Result Areas which are monitored through the existing appraisal process.

The major constraint to this process is the limited resources that the council has available.

Since 2010 Hertsmere has had a reduction in general government grant of £6.0m or 69%, which means that the cost of providing the council's services is falling increasingly on taxpayers.

The council has prioritised its service improvement programme for 2022/23 in line with the service priorities mentioned above.

Factors affecting the 2022/23 revenue budget

There are many factors that can affect the revenue budget and 2022/23 has been another year when the council has had difficult decisions to make about which services to prioritise.

Some of the most significant influences and assumptions affecting the 2022/23 budget are in relation to:

- **Covid-19** – The ongoing impact of the pandemic in relation to service demand and local taxation;
- **Brexit** – It's impact on the economy, rising costs of supplies and services and frontline staffing such as waste operatives, HGV drivers and parking enforcement officers;
- **Government funding and policy** – In light of a further one year settlement, core spending power assumptions including assumed increases in Council Tax and the pending Local Government funding reform;
- **Other legislation changes** – Such as proposed national changes to waste management;
- **Economy** – The overall economic climate such as high levels of inflation and the potential impact on service costs and the ability to generate income through fees and charges;
- **Staffing** – Workforce capacity, recruitment and retention, and pay.

The pressures noted above have been managed by increases in rental income from council assets, fees and charges and identification of budget savings and efficiencies. The table on page 14 breaks down the budget movements by service.

Funding the Annual Revenue Budget

Central Government Funding

Central Government sets the level of grants payable to Hertsmere each year. The council, therefore, has very limited control over the level of these sources of income.

The system of general government grants is currently in a period of change with reviews of general grant funding and the system for the redistribution of business rates now long overdue, delayed several years now due to other Government priorities in relation to Brexit and then the Covid-19 pandemic.

Central Government funding had generally been in decline over much of the past decade and over the period of the four-year spending review in 2015, the Revenue Support Grant (RSG), once a significant source of funding, has now completely disappeared for Hertsmere.

Hertsmere's general government grant funding now comes from redistributed national non-domestic rates (NNDR or Business Rates) and the New Homes Bonus, both of which are included in the funding review now anticipated during 2022/23.

Fees and Charges and Rental Income

The council also receives income from fees and charges and property rental. However, the scope for significantly increasing the income from these sources is limited because:

- For rental income and certain fees and charges, the council must remain competitive with other providers;
- Some fees and charges are determined by Central Government guidelines;
- Other fees and charges relate to services provided for the benefit of the community where the council aims to make the service accessible by making it available at a reasonable cost.

However investment in our assets and in new assets such as the new stages under construction at the Council owned Elstree Studios and planned property developments through our development company Hertsmere Developments Limited will generate further revenue streams from 2022/23 to support the revenue budget.

Council Tax

Setting council tax at the correct level is one of the main ways that the council can achieve a balanced budget.

In setting the council tax each year, the council needs to balance the requirements for additional funding with our aim to keep the financial burden on residents at a reasonable level.

With the decline in Central Government funding in recent years, council tax levies now contribute more than 66% of the funding required to deliver the revenue budget, compared to just 45% ten years ago.

Council Tax Collected in Hertsmere

Hertsmere Borough Council acts as the billing authority for all council tax payments on behalf of Hertfordshire County Council, Hertfordshire Police & Crime Commissioner and the Parish/ Town Councils of Aldenham, Elstree and Borehamwood, Shenley, and South Mimms

Although all of the council tax is collected by Hertsmere Borough Council, the share that we retain is just 10%.

Council Tax to be collected 2022/23 £84,544,570	Hertfordshire County Council	Police & Crime Commissioner	Parish & Town Councils	Hertsmere Borough Council
	77%	11%	2%	10%
	£65,454,621	£9,544,422	£1,313,571	£8,231,956

All council tax receipts are paid into a ring fenced account called the collection fund. The receipts arising from council tax remain in the fund until specified dates when payments are made to all precepting authorities and the borough council.

The average total council tax levy for band D residents in Hertsmere is £1,975.34. Parish precepts vary depending upon location but are on average 2% of the total bill as shown above. The average total council tax levy for other bands is determined as a fixed proportion of the band D charge. For example, band A is calculated as 6/9 of the band D charge and band H is calculated as two times the band D charge.

A	B	C	D	E	F	G	H
6/9	7/9	8/9	1	11/9	13/9	15/9	18/9

Analysis of Council Tax Levy 2022/23

Table 1 below shows the final parish / town precepts and district expenditure.

Table 1	Band D £	Multiplied by No.	Total £
Aldenham Parish Council	124.28	5,323	661,495
Elstree & Borehamwood Town Council	39.99	13,748	549,767
Ridge	0	92	0
Shenley Parish Council	45.74	1,815	82,992
South Mimms Parish	60.01	322	19,317
Bushey and Potters Bar	0	21,502	0
Total parish precepts		42,800	1,313,571
Hertsmere BC special expenses			626,378
Hertsmere BC general expenses	177.70	42,800	7,605,578
Total Hertsmere BC precepts		42,800	8,231,956
Total district expenditure			9,545,527

Presentation of Financial Information - Budget Format

The budget book is prepared on a direct cost basis and therefore excludes capital charges and recharges.

The budget format is based on the standard classification of accounts as recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA).

CIPFA budget categories

The major items of income and expenditure contained under each heading are below:

Employees

Expenditure on all employees is included, significant items are:

- Salaries and wages;
- National Insurance;
- Superannuation;
- Training and staff development.

Premises and Related

This expenditure covers repairs, maintenance, alterations and annual running costs of all council buildings, fixed plant and land. Expenditure includes:

- Utilities (e.g. gas, electricity, and water);
- Rents and NNDR;
- Cleaning;
- Premises insurance.

Transport

The costs under this heading include:

- Car mileage allowance;
- Fuel and maintenance of council's fleet vehicles.

Supplies and Services

This covers expenditure incurred on:

- Equipment purchase;
- Clothing & uniforms;
- Printing, stationery and postage;
- Telephones;
- Individual unit I.T. requirements;
- Members' allowances and conferences expenses;
- Grants and subscriptions.

Third Party Payments

The costs under this heading include:

- Payments to other local authorities;
- Government departments;
- Private contractors;
- Consultants.

Transfer Payments

Transfer payments include:

- Housing Benefit Payments;
- Debits arising from soft loans.

Income

Income receivable includes:

- Fees and charges;
- Contributions towards service costs;
- Sales and court costs;
- Government grants

Analysis of 2022/23 Budgets

GENERAL FUND BUDGET CHANGES	NET BUDGET 2021/22 £'000	Employee incr (decr) £'000	Other Expenses incr (decr) £'000	Income incr (decr) £'000	NET BUDGET 2022/23 £'000	TOTAL CHANGE fav (adv) £'000
Planning & Economic Development	1,115	185	(32)	84	1,184	(69)
Housing Services	1,065	76	(2)	(3)	1,142	(77)
Partnerships & Community Engagement	1,198	29	1	-	1,228	(30)
Environmental Health	1,040	103	(8)	(9)	1,144	(104)
Street Scene Services	4,619	368	89	(323)	5,399	(780)
Asset Management & Engineering Services	(3,485)	114	1,240	2,474	(4,607)	1,122
Finance & Business Services	2,464	89	(5,599)	(5,639)	2,594	(130)
Legal & Democratic Services	1,510	63	13	26	1,560	(50)
Human Resources & Customer Services	1,218	42	(15)	(22)	1,267	(49)
Executive Directors	474	19	-	-	493	(19)
Assurance Services	191	-	-	-	191	-
Total for directorates	11,406	1,088	(4,314)	(3,412)	11,593	(186)
Audit Fees, Bank Charges	135	-	12	-	147	(12)
General Expenses	132	2	4	-	138	(6)
Apprenticeship Levy	31	-	-	-	31	-
Central Contingency	300	-	-	-	300	-
Minimum Revenue Provision (MRP)	242	-	240	-	482	(240)
Investment Income	(400)	-	-	-	(400)	-
Total Council expenditure	11,846	1,090	(4,059)	(3,412)	12,290	(443)
FUNDING						
New Homes Bonus Grant	(600)	-	-	(200)	(400)	(200)
Business Rate Retention Scheme	(2,723)	-	-	-	(2,723)	-
Business Rates Growth	(460)	-	-	96	(556)	96
Business Rates Redistributed Levy	-	-	-	188	(188)	188
Lower Tier Services Grant	(116)	-	-	6	(122)	6
CTS Loss funded from Reserve	(100)	-	-	(31)	(69)	(31)
Central Government Grants	(3,999)			59	(4,058)	59
Council Tax Requirement	7,847				8,232	(384)
Balanced budget	0				0	
Band D equivalent £pp	Band D				Band D	% Change
Hertsmere Borough Council	£187.33				£192.33	2.67%
Hertfordshire County Council	£1,470.63				£1,529.31	3.99%
Police & Crime commissioner	£213.00				£223.00	4.69%
Parish & Town Council Precept	£29.25				£30.70	4.96%
	£1,900.21				£1,975.34	

General Fund Budget Summary 2022/23

GENERAL FUND	NET BUDGET 2021/22 £'000	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET 2022/23 £'000
NET EXPENDITURE				
Planning & Economic Development	1,115	2,601	(1,417)	1,184
Housing Services	1,064	2,113	(971)	1,142
Environmental Health	1,040	1,403	(259)	1,144
Street Scene Services	4,619	9,401	(4,002)	5,399
Asset Management and Engineering	(3,486)	4,008	(8,615)	(4,607)
Partnerships & Community Engagement	1,198	1,507	(279)	1,228
Finance & Business Services	2,464	3,687	(1,094)	2,593
Housing Benefits and Council Tax Support	0	31,300	(31,300)	0
Legal & Democratic Services	1,510	1,886	(326)	1,560
Human Resources & Customer Services	1,217	1,481	(214)	1,267
Executive Directors	474	497	(4)	493
Audit & Assurance	191	191	0	191
Total for directorates	11,406	60,075	(48,481)	11,593
Audit Fees, Bank Charges	135	181	(35)	146
General Expenses	132	138	0	138
Apprenticeship Levy	31	31	0	31
Central Contingency	300	300	0	300
Minimum Revenue Provision (MRP)	242	482	0	482
Investment Income	(400)	0	(400)	(400)
Total Council expenditure	11,846	61,042	(48,751)	12,290

GENERAL FUND	NET BUDGET 2021/22 £'000	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET 2022/23 £'000
FUNDING				
Business Rate Baseline Need	(2,723)			(2,723)
Business Rate Retention Scheme Growth Income	(318)			(276)
Business Rate Under Indexation Grant (S31)	(142)			(278)
Lower Tier Services Grant	(116)			(124)
Council Tax Support Grant	(100)			(69)
New Homes Bonus Grant	(600)			(400)
Services Grant	0			(188)
Council Tax Requirement	(7,847)			(8,232)
Total Funding	(11,846)			(12,290)

General Fund Summary 2022/23 (by subjective)

	PLANNING & ECONOMIC DEVELOPMENT	HOUSING SERVICES	ENVIRONMENTAL HEALTH	STREET SCENE SERVICES	ASSET MANAGEMENT & ENGINEERING SERVICES	PARTNERSHIPS & COMMUNITY ENGAGEMENT	FINANCE & BUSINESS SERVICES	LEGAL & DEMOCRATIC SERVICES	HUMAN RESOURCES & CUSTOMER SERVICES	EXECUTIVE DIRECTORS	ASSURANCE SERVICES	NET BUDGET 2022/23
SERVICE EXPENDITURE	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Employees	2,208	970	1,196	4,787	996	673	2,695	1,153	1,240	478	0	16,396
Premises and Related	0	0	2	471	1,460	0	0	1	1	0	0	1,935
Transport	6	3	10	1,293	46	1	7	8	2	2	0	1,378
Supplies and Services	260	1,115	143	1,053	749	755	24,327	673	125	17	4	29,221
Third Party Payments	127	25	48	1,336	177	63	158	8	106	0	187	2,235
Transfer Payments	0	0	4	460	580	15	7,800	43	7	0	0	8,909
Income	(1,417)	(971)	(259)	(4,001)	(8,615)	(279)	(32,394)	(326)	(214)	(4)	0	(48,480)
Net Expenditure	1,184	1,142	1,144	5,399	(4,607)	1,228	2,593	1,560	1,267	493	191	11,593
CORPORATE EXPENDITURE												
Audit Fees, Bank Charges												146
General Expenses												138
Apprenticeship Levy												31
Central Contingency												300
Minimum Revenue Provision (MRP)												482
Investment Income												(400)
Total Expenditure	1,184	1,142	1,144	5,399	(4,607)	1,228	2,593	1,560	1,267	493	191	12,290

BUDGETED FULL TIME EQUIVALENT (FTE) STAFF NUMBERS 2022/23	Total Budgeted Staff	Net Budget 2022/23 £'000
Planning Strategy	11.3	441
Development Management	28.2	609
Building Control	-	48
Economic Development & Regeneration	1.0	86
Planning & Economic Development	40.5	1,184
Housing Services	18.0	1,142
Housing	18.0	1,142
Partnership Unit	11.5	701
Corporate Communications	-	64
Sports Development	-	12
Community Development	-	15
Community Safety	-	23
CCTV	-	6
Voluntary Sector Grant Aid	-	407
Partnerships & Community Engagement	11.5	1,228
Miscellaneous Services	-	(183)
Community Toilet Scheme	-	12
Emergency Planning	-	25
Environmental Health Unit	19.6	1,190
Disabled Facilities Grant	-	100
Environmental Health	19.6	1,144

BUDGETED FULL TIME EQUIVALENT (FTE) STAFF NUMBERS 2022/23	Total Budgeted Staff	Net Budget 2022/23 £'000
Waste & Street Scene Unit	14.4	1,055
Waste Services	44.0	2,456
Trade Waste	2.0	(200)
Cleansing Services	21.0	1,136
Parks & Amenity Areas	6.5	1,284
Allotments	-	4
Allum Lane Cemetery & Closed Grounds	-	20
Parking Services	27.8	(356)
Street Scene	115.7	5,399
Highways Related Expenditure	-	11
Engineering Services Unit	6.6	333
Civic Offices	-	231
Depot Sites	-	16
Residential Properties	-	(892)
Commercial Properties	-	(5,279)
Garages	-	(498)
Leisure & Community Buildings	-	106
Building Maintenance Programme	-	616
Asset Management Unit	10.7	749
Engineering & Asset Management	17.3	(4,607)

BUDGETED FULL TIME EQUIVALENT (FTE) STAFF NUMBERS 2022/23	Total Budgeted Staff	Net Budget 2022/23 £'000
Finance Unit	15.1	1,000
Revenues & Benefits Unit	26.2	1,080
Council Tax & Non Domestic Rates Administration	-	(410)
Benefits Administration	-	(315)
Housing Benefit (Local Schemes)	-	0
Rent Allowance Benefit Payments	-	0
Council Tax Benefit (Local Schemes)	-	0
Information Digital Services	13.0	1,183
Procurement	0.4	55
Finance & Business Services	54.7	2,593
Local Land Charges	2.3	(49)
Electoral Registration	3.0	223
Elections	-	55
Legal Services Business Unit	9.5	522
Mayoral Budget	-	37
Surgeries	-	1
Members Allowances	-	415
Costs Associated with Members / Meetings	-	72
Democratic Services Business Unit	5.0	284
Legal & Democratic Services	19.8	1,560

BUDGETED FULL TIME EQUIVALENT (FTE) STAFF NUMBERS 2022/23	Total Budgeted Staff	Net Budget 2022/23 £'000
Human Resources Unit	5.3	357
Customer Relationship Management	14.5	696
Digital Transformation	2.0	69
Civic Office Keepers	2.0	111
Design & Print Services	2.0	1
Health & Safety	-	3
Strategic Training	-	30
Human Resources & Customer Services	25.8	1,267
Executive Directors	4.0	493
Executive Directors	4.0	493
Shared Internal Audit Services (SIAS)	-	97
Shared Anti-Fraud Service (SAFS)	-	5
Risk Management	-	89
Audit & Assurance	-	191
General Expenses	-	138
Audit Fees, Bank Charges	-	146
Apprenticeship Levy	-	31
Central Contingency	-	300
Minimum Revenue Provision	-	482
Investment Income	-	(400)
Corporate Budgets	-	697
Total FTE / Net Budget	326.9	12,290

Hertsmere Borough Council **Service Budgets**



Service Heads

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Paul Sawyer Chief Environmental Health Officer Ext 4660	
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Planning and Economic Development

Planning and Economic Development Control has the responsibility for:

Strategic Planning

- Preparation of the Local Plan;
- Preparation of other policy documents set out in the Local Development Scheme (LDS);
- Delivery of a Joint Strategic Plan within Hertfordshire;
- Assistance within the preparation of Neighbourhood Plans;
- Administration, collection and monitoring of Community Infrastructure Levy (CIL) and Section 106 monies/obligations; and
- Infrastructure Planning.

Development Management (including Planning Processing and Validations)

- Promoting high quality development which meets the current and future needs of the borough;
- Validation and processing of planning and other applications (including provision of advice, consideration of planning applications and defending our decisions at planning appeal);
- Taking enforcement action when appropriate; and
- Managing the service's complaints and FOI processes.

Building Control (now Hertfordshire Building Control Limited)

- Application and enforcement of national building regulations; and
- Applications for the demolition of buildings and the making safe of dangerous structures.

Economic Development

- Promoting economic prosperity within the borough; and
- Seeking new funding streams through grants to improve the borough.

Climate Change

- Climate Change and sustainability strategy and mitigation.

Number of Full Time Equivalent Staff (FTE) budgeted for 2022/23: 40.5

PLANNING & ECONOMIC DEVELOPMENT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	2,208	0	2,208
Premises and Related	0	0	0
Transport	6	0	6
Supplies and Services	260	0	260
Third Party Payments	127	0	127
Transfer Payments	0	0	0
Income	0	(1,417)	(1,417)
Net Expenditure	2,601	(1,417)	1,184

Planning Strategy

HG300, HG310

Purposes:

- Formulating and updating local planning policies and guidance through the implementation of the Local Development Scheme (LDS) and in particular the preparation of a new Local Plan, as part of the revision of the 2013 Core Strategy, 2016 Site Allocation and Development Management Policies, and Elstree Way Corridor Area Action Plan (2015);
- Supporting the development management process, providing policy advice on development proposals prior to and following submission of a planning application;
- Working with Development Management to provide affordable housing within the borough via the delivery of development schemes;
- Providing advice and commenting on consultation documents from other statutory organisations, in particular the Department for Levelling Up, Housing and Communities and neighbouring authorities;
- Providing support for appeals and other planning data;
- The monitoring and administration of CIL and s106 receipts from developments;
- The team is also responsible for developing and implementing the council's climate change and sustainability strategy.

PLANNING STRATEGY	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	648	0	648
Premises and Related	0	0	0
Transport	2	0	2
Supplies and Services	111	0	111
Third Party Payments	50	0	50
Transfer Payments	0	0	0
Income	0	(370)	(370)
Net Expenditure	811	(370)	441

Development Management (including Planning Processing and Validations)

HG200

Purposes:

- Promoting high quality development that meets the current and future needs of the borough;
- Validation and processing of planning and other applications (including provision of advice, consideration of planning applications and defending our decisions at planning appeal);
- Taking enforcement action when appropriate;
- Managing the service's complaints and FOI processes.

DEVELOPMENT MANAGEMENT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	1,500	0	1,500
Premises and Related	0	0	0
Transport	3	0	3
Supplies and Services	137	0	137
Third Party Payments	10	0	10
Transfer Payments	0	0	0
Income	0	(1,041)	(1,041)
Net Expenditure	1,650	(1,041)	609

Building Control (service now provided by Hertfordshire Building Control Ltd)

HG100

Purposes:

In July 2016, seven district councils joined together to create an independent company to deliver building control services with an Approved Inspector subsidiary across the county. Dacorum District Council joined the partnership company during 2019/20 becoming the eighth shareholder.

The company, Hertfordshire Building Control Limited, aims to offer greater flexibility and value for money for anyone seeking approval for building work.

Previously, each local authority provided its own separate building control services. Under the new arrangement, it is expected that the councils will be able to compete more effectively in an increasingly commercial market.

This budget covers the statutory non-fee earning elements of the Building Control function including dangerous structures and building notices for disabled applications.

The eight local authority shareholders are:

Hertsmere Borough Council

Borough of Broxbourne Council

East Herts District Council

Three Rivers District Council

Stevenage Borough Council

North Herts District Council

Welwyn Hatfield Borough Council

Dacorum Borough Council

BUILDING CONTROL	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	1	0	1
Third Party Payments	52	0	52
Transfer Payments	0	0	0
Income	0	(5)	(5)
Net Expenditure	53	(5)	48

Economic Development

HG500

Purposes:

Work carried out by local policy makers and organisations to improve the local economy and quality of life of local people. This entails supporting local businesses, attracting investment in the area, ensuring local people are skilled and employed, and improving our high streets and shopping areas.

Climate change and sustainability strategy and mitigation.

ECONOMIC DEVELOPMENT & REGENERATION	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	60	0	60
Premises and Related	0	0	0
Transport	1	0	1
Supplies and Services	11	0	11
Third Party Payments	15	0	15
Transfer Payments	0	0	0
Income	0	(1)	(1)
Net Expenditure	87	(1)	86

Housing

Purposes

- Register housing needs and allocate people to empty social housing;
- Prevent homelessness, give advice and, where there is a statutory duty, house homeless people;
- Improve housing standards, including energy efficiency;
- Develop a local strategy to meet housing need and facilitate development of new affordable housing;
- Develop housing-led regeneration initiatives;
- Bring empty properties back into use;
- Ensure a good range of housing options for people with special needs;
- Make best use of both publicly and privately owned housing.

Number of Full Time Equivalent Staff (FTE) budgeted for 2022/23: 18

HOUSING SERVICES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	970	0	970
Premises and Related	0	0	0
Transport	3	0	3
Supplies and Services	1,115	0	1,115
Third Party Payments	25	0	25
Transfer Payments	0	0	0
Income	0	(971)	(971)
Net Expenditure	2,113	(971)	1,142

Housing Services

HJ100, HJ500, HJ700

Purposes:

- Responsibility for carrying out the council's statutory duties regarding homelessness decisions;
- In-house provision of the statutory homeless and housing advisory service, including homelessness prevention;
- Provision of temporary accommodation when required;
- Development and monitoring of homelessness services to homeless people in the borough;
- Management of the statutory register of applicants for housing (Housing Act 1996), making nominations to housing associations properties and monitoring the various nominations agreements with housing associations;
- Development and implementation of the council's Housing Strategy, Homelessness Strategy, Affordable Warmth Strategy, Housing Renewal Assistance Policy, Private Sector Housing Strategy and the Tenancy Strategy;
- Reporting to Central Government the annual progress made on energy savings in residential dwellings, in accordance with the Home Energy Conservation Act;
- Development of policy and promotion of energy conservation best practices both internally and in the wider community;
- Development of partnerships to maximise grant funding and energy efficiency opportunities to residents of Hertsmere;
- Development and management of rent schemes and other initiatives such as the private sector leasing scheme and the development of partnerships with private landlords;
- Working towards meeting local housing need through development of new affordable housing;
- Driving up standards in housing in all tenures by working in partnership and taking enforcement action where necessary and appropriate;
- Working in partnership sub-regionally.

HOUSING SERVICES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	970	0	970
Premises and Related	0	0	0
Transport	3	0	3
Supplies and Services	1,115	0	1,115
Third Party Payments	25	0	25
Transfer Payments	0	0	0
Income	0	(971)	(971)
Net Expenditure	2,113	(971)	1,142

Partnerships and Community Engagement

Please see the following pages for detailed commentary on each of the following services:

- Partnership Unit;
- Corporate Communications;
- Sports Development;
- Partnerships & Community Development;
- Community Safety & PCSOs;
- CCTV;
- Voluntary Grant Aid.

Number of Full Time Equivalent Staff (FTE) budgeted for 2022/23: 11.5

PARTNERSHIPS & COMMUNITY ENGAGEMENT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	673	0	673
Premises and Related	0	0	0
Transport	1	0	1
Supplies and Services	755	0	755
Third Party Payments	63	0	63
Transfer Payments	15	0	15
Income	0	(279)	(279)
Net Expenditure	1,507	(279)	1,228

Partnership Unit

HD600

Purposes:

Partnership Unit has responsibility for ensuring that the council complies with its legislative duties in relation to:

- Community planning primarily through the Local Strategic Partnership;
- Crime and disorder primarily through the Community Safety Partnership.

It also manages the following direct community services:

- Close circuit television services;
- Museums and heritage services;
- Sports development;
- Voluntary sector grant aid / Ward Improvement Initiative Scheme (WIIS).

The Unit provides the following functions:

Leisure Services Contract

The unit provides a liaison function to ensure that InspireAll (formerly Hertsmere Leisure Trust) is delivering a leisure facility management service in line with agreements made as part of the leisure contract which came into force 1st February 2012.

Community Safety Agencies / Police Liaison

As well as having responsibility for the council's approach to community safety, the unit has a distinct role in maintaining positive links with Hertfordshire Constabulary and the Police and Crime Commissioner.

Voluntary Sector Liaison

The unit has a responsibility to develop and maintain links with the voluntary sector. This work is in addition to links that are formed as part of the grant aid function.

Corporate Support

The unit has responsibility for performance management and improvement programmes as well as producing the following corporate strategic documents:

- The Community Strategy;
- The Corporate Plan;
- The Community Safety Partnership Plan;
- Quarterly Performance Reports.

PARTNERSHIPS & COMMUNITY ENGAGEMENT UNIT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	673	0	673
Premises and Related	0	0	0
Transport	1	0	1
Supplies and Services	21	0	21
Third Party Payments	12	0	12
Transfer Payments	0	0	0
Income	0	(6)	(6)
Net Expenditure	707	(6)	701

Corporate Communications

HB250

Purposes:

- Management and development of the council's communications strategy;
- Press Office – a central point of contact for the media; production, co-ordination and dispatch of press releases; photo calls and launches; and media coverage analysis;
- Corporate event management;
- Production of a range of internal and external corporate publications including Hertsmere News and information leaflets;
- Development and maintenance of internal communication channels;
- Management of the council's corporate social media channels;
- Management of the content of the council's internet and intranet in partnership with Information and Digital Services;
- Advice and assistance on communication and promotional campaigns and branding;
- Co-ordination of corporate consultation programme, management of the Hertsmere Panel, advice and support on consultation matters.

CORPORATE COMMUNICATIONS	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	64	0	64
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure	64	0	64

Sports Development

HD253

Purposes:

- To develop sporting opportunities across Hertsmere;
- Monitoring of the new leisure contract.

Corporate Goal:

- Healthy Thriving Communities.

SPORTS DEVELOPMENT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	12	0	12
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure	12	0	12

Community Development

HG600

Purposes:

Corporate Support

- Corporate performance;
- Corporate improvement programmes.

Community Development

- Production of the Community Strategy;
- Facilitation of the Local Strategic Partnership.

COMMUNITY DEVELOPMENT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	7	0	7
Third Party Payments	8	0	8
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure	15	0	15

Community Safety

HE330, HE500

Purposes:

- Carry out strategic assessment to inform a Crime & Disorder Reduction Strategy for the borough;
- Production of the Community Safety Partnership Plan;
- Co-ordinate activities of the Community Safety Partnership;
- Service level agreement for Police Community Support Officers (PCSOs);
- The council currently pays for nine PCSOs (in partnership with the police), funded from parking surpluses.

COMMUNITY SAFETY	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	151	0	151
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(128)	(128)
Net Expenditure	151	(128)	23

CCTV

HE400

Purposes:

In April 2010, the council joined the Hertfordshire CCTV Partnership, one of the UK's biggest and strongest partnerships. The cameras are monitored at a control room in Stevenage 24 hours a day, seven days a week. There are 23 cameras across the borough and these are situated in locations in Borehamwood, Bushey and Potters Bar. These costs are funded from parking surpluses.

Hertsmere has also purchased two additional mobile CCTV cameras.

CCTV	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	53	0	53
Third Party Payments	43	0	43
Transfer Payments	15	0	15
Income	0	(105)	(105)
Net Expenditure	111	(105)	6

Voluntary Sector Grant Aid

HD110, HD111

Purpose:

Distribution of the council's grant aid budget to voluntary sector organisations through the community grants scheme and partnership agreements for the delivery of defined services plus administration of the WIIS (Ward Improvement Initiatives Scheme).

VOLUNTARY SECTOR GRANT AID	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	447	0	447
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(40)	(40)
Net Expenditure	447	(40)	407

Environmental Health

Purposes:

- Air quality, contaminated land, pollution control, private water supplies, stray dogs and animal welfare;
- Food safety and hygiene, infectious disease control and health and safety in commercial premises;
- Licensing regulated entertainment, alcohol sales, hackney carriages and private hire vehicles;
- Emergency planning and business continuity providing a corporate response in relation to natural disasters, emergencies and major incidents within the borough;
- The Chief Environmental Health Officer acts as the council's lead officer in the interface with the health economy.

Number of Full Time Equivalent Staff (FTE) budgeted for 2022/23: 19.6

ENVIRONMENTAL HEALTH	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	1,196	0	1,196
Premises and Related	2	0	2
Transport	10	0	10
Supplies and Services	143	0	143
Third Party Payments	48	0	48
Transfer Payments	4	0	4
Income	0	(259)	(259)
Net Expenditure	1,403	(259)	1,144

Miscellaneous Services

HE100, HE800, HE801, HE803, HE850, HE851, HE860, HE861, HE862, HE863, HE864, HE865, HE920

Purposes:

- **Health & Safety in the Workplace** – Enforcing health and safety legislation at over 1,600 workplace premises in the borough. Accident investigations;
- **Licensing and Registration** – Public entertainment licensing. Registration and control of tattooists and ear piercing. Licensing of private hire vehicles and hackney carriages. Administration and enforcement of the Licensing Act 2003 and Gambling Act 2006;
- **Animal Welfare** – Inspection and licensing of pet shops, boarding and breeding kennels, dangerous wild animals and riding establishments. Control of stray dogs;
- **Drinking Water Safety** – Liaising with the water company on the testing and analysis of drinking water supplies. Monitoring of private supplies e.g. wells, bore holes etc;
- **Infectious Disease Control** – Investigation of infectious diseases and food poisoning cases in liaison with the UK Health Security Agency (previously Public Health England). Attendance at Herts & Beds Health Protection Group;
- **Health Education** – Talks, lectures and stands on environmental health and health improvement issues. Food hygiene training courses. Health and safety training courses. Information on home safety, pollution and environmental topics;
- **Public Health** – Supervision of the exhumation of human remains. Taking action in respect of dirty/verminous premises;
- **Air Pollution Control** – Authorisation of those processes capable of causing pollution. Investigation of air pollution complaints and monitoring of air quality in order to formulate an air quality strategy and regular update reviews and reports in accordance with government guidelines;
- **Noise Pollution Complaints** – Assessment of planning applications in order to minimise noise problems. Investigation of all noise complaints. Control of noise from construction sites;
- **Nuisance complaints** – Investigation of noise, light, odour, smoke and dust complaints;
- **Consultation responses (statutory and non-statutory)** – Responding to consultations on planning applications and licensing applications for premises licences and temporary event notices to reduce the likelihood of noise complaints and for the protection of health;

- **Envirocrime** – Investigation of fly tipping incidents;
- **Food Hygiene and Safety** – A full food safety service including the inspection / intervention of over 1000 food premises in the borough and enforcement action where appropriate. Issue of food hygiene scores in accordance with the FSA's food hygiene rating scheme. Provision of food safety advice to new food businesses. Food and environmental sampling. Investigation of food complaints. Inland imported food control and export health certification. Response to local and national food incidents and issues identified by the FSA. Response to planning applications. Provision of a register of all food premises. Acting as Primary Authority Partner for a large national food company, providing advice and evaluation of the company's food safety management system, including policies and procedures. Co-ordination and facilitation of training courses for professional officers across the UK and seminars for food businesses. Attendance at Herts & Beds Food Study Group, Business Guidance Group, Safety Advisory Group.
- **Land Pollution** – Assessment of planning applications in order to reduce the risks from land contamination. Investigation of contaminated sites and formulation of a register, prioritisation of detailed site investigations and remediation. Undertake environmental searches upon request from external agencies.

MISCELLANEOUS SERVICES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	2	0	2
Transport	1	0	1
Supplies and Services	22	0	22
Third Party Payments	28	0	28
Transfer Payments	3	0	3
Income	0	(239)	(239)
Net Expenditure	56	(239)	(183)

Community Toilet Scheme

HE882

Purposes:

- The community toilet scheme was piloted in Borehamwood and has been expanded across the major conurbations across the borough. Several of these contain accessible toilets and baby changing facilities.
- As a result of the successful roll out of the community toilet scheme, all public conveniences (except those situated in parks and controlled by the Parks department) have now been closed.

COMMUNITY TOILET SCHEME	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	12	0	12
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure	12	0	12

Emergency Planning

HB900

Purposes:

- Discharge the statutory responsibilities placed upon the council as a designated “Category One” responder as a consequence of the Civil Contingencies Act;
- Provision of maintenance and training for the authority’s emergency plan to cover any emergency or disaster that may occur within Hertsmere’s boundaries such as rail crash, severe flooding or other natural disasters;
- Coordinate Business Continuity within Council Services in response to occurrences which would hamper normal service delivery;
- This service is now provided in partnership with Welwyn Hatfield Borough Council.

EMERGENCY PLANNING	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	5	0	5
Third Party Payments	20	0	20
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure	25	0	25

Environmental Health Admin Unit

HF700

Purposes:

- Acting as an interface between the council and other agencies involved in the environmental health and licensing fields;
- Determining, on behalf of the council, responses to consultation documents produced by other agencies in relation to environmental health, licensing and related issues;
- Health education/home safety relating to environmental health including facilitating training for food handlers, responsibility for marketing and organising various seminars and workshops within the borough specially tailored to individual requirements. Developing and organising promotional activities and initiatives;
- Providing technical/administrative support to the whole unit. Responsibility for procurement of goods and services;
- Co-ordinating the work of Hertsmere's Safety Advisory Group (a multi-agency team) and providing administrative and secretarial support;
- Municipal/paupers funerals: taking responsibility when a Hertsmere resident dies without next of kin (and reprioritising workload), to comply with the National Assistance Act 1948;
- Ensuring reports of infectious diseases, hazard food warnings and other reports to the unit requiring an immediate response are actioned in the appropriate manner;
- Providing administrative support to the commercial team in preparation of routine food inspections, maintaining all paperwork relating to commercial properties and issuing, where necessary, 'scores on the doors' certificates;
- A wide range of other administrative tasks are dealt with on a day-to-day basis to include: nuisance matters, stray dogs, accident reporting/logging, diary sheets, CIPFA returns, responding to Calm hotline, intruder alarms etc.

ENVIRONMENTAL HEALTH ADMINISTRATION	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	1,154	0	1,154
Premises and Related	0	0	0
Transport	9	0	9
Supplies and Services	46	0	46
Third Party Payments	0	0	0
Transfer Payments	1	0	1
Income	0	(20)	(20)
Net Expenditure	1,210	(20)	1,190

Disabled Facilities Grants

HJ550

Purposes:

- Disabled facilities grants are mandatory grants that enable the disabled to remain within their homes;
- These grants are part funded by Central Government (Better Care Fund) with Hertsmere Borough Council funding the remainder. This budget represents the council's contribution to DFG;
- The total amounts spent and budgeted for DFG can be seen in the capital programme against project code **HV162**.

DISABLED FACILITIES GRANTS	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	42	0	42
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	58	0	58
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure	100	0	100

Street Scene Services

Street Scene Services has responsibility for:

Waste Services

- Household waste collection (funded through council tax);
- Special collection of bulky household items, and fridges and freezers (a chargeable service);
- Kerbside recycling scheme: collection of recyclables from domestic premises such as paper, green waste, plastic and cans & glass;
- Collection of materials from the borough’s recycling banks. These collections incur costs but also generate an income for the council for the materials collected;
- Clinical waste: provide and collect “sharps boxes” and collect and arrange for the safe disposal of other clinical waste (a chargeable service);

Trade Waste Services

- Trade waste collection (a chargeable service).

Street Cleansing & Pest Control

- Keeping Hertsmere’s streets and open spaces clean;
- Commercial contracts for the cleansing of outdoor spaces that generate an income;
- Fly-tipping removal;
- Weed killing on highways in partnership with Hertfordshire County Council;
- Pest control.

Depot Overheads & Service Management

- The running costs of the waste depot and the management team.

Management of Parks & Open Spaces

- Parks and amenity areas;
- Grounds maintenance and building cleaning;
- Allotments;
- Allum Lane cemetery;
- Bushey Rose Garden.

Parking Services

- Implementation of the council’s Parking Policy (1991 Road Traffic Act [Decriminalisation]);
- Administration of enforcement of parking restrictions throughout the borough;
- Administration and enforcement of Controlled Parking Zones (CPZ) and council-owned and operated car parks;
- Maintenance of council car parks;
- Abandoned vehicles;
- Creating new and amended Traffic Regulation Orders to enable off-street car parking measures to be introduced, including Controlled Parking Zones;
- Partnership arrangement with Three Rivers District Council.

Number of Full Time Equivalent Staff (FTE) budgeted for 2022/23: 115.7

STREET SCENE SERVICES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	4,787	0	4,787
Premises and Related	471	0	471
Transport	1,293	0	1,293
Supplies and Services	1,053	0	1,053
Third Party Payments	1,336	0	1,336
Transfer Payments	460	0	460
Income	0	(4,001)	(4,001)
Net Expenditure	9,400	(4,001)	5,399

Waste & Street Scene Unit

HF710

Purposes:

- **Salary and other employment costs:** This budget includes the cost of the management team comprising of the Head of Waste Management, Operations Manager, Trade Waste Officer, Area Officers and Admin Support;
- **Premises related costs:** This includes rates, utilities and building repair costs for the depot;
- **Transport related costs:** This budget represents primarily the costs of operating the area officer's vans;
- **Supplies & services:** This budget includes insurance costs, clothing and uniforms for all operatives, as well as telephone and stationery costs.

WASTE AND STREET SCENE UNIT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	831	0	831
Premises and Related	90	0	90
Transport	49	0	49
Supplies and Services	91	0	91
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(7)	(7)
Net Expenditure	1,061	(7)	1,054

Waste Services

HF100, HF110, HF120

Purposes:

The council has a duty under the Environmental Protection Act to provide a household waste collection service free of charge and comply with government targets for the recycling of domestic waste.

The recycling operation includes contractor costs for the servicing and maintenance of recycling banks. In addition, Hertsmere provides in-house 'kerbside' collections of newspapers, magazines, plastic and cans as well as green waste from domestic properties.

Income is derived from the sale of material collected and from the government-funded 'recycling credits' paid by Hertfordshire County Council.

As part of the control of infectious disease, Waste Services provide and collect "sharps boxes" and collect and arrange for the safe disposal of other clinical waste.

In addition to the regular weekly and fortnightly collection, ad hoc collections are also made at over 100 domestic dwellings each year.

Description	Actual 2019/20	Actual 2020/21
% of household waste recycled and composted (as per Herts Waste Partnership)	44.4%	44.4%

WASTE SERVICES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	1,713	0	1,713
Premises and Related	0	0	0
Transport	977	0	977
Supplies and Services	140	0	140
Third Party Payments	231	0	231
Transfer Payments	245	0	245
Income	0	(850)	(850)
Net Expenditure	3,306	(850)	2,456

Trade Services

HF300

Purpose:

The council has a duty under the Environmental Protection Act to provide, where requested, a commercial waste service for which a charge is made. The council serves approximately 600 commercial properties for refuse collection.

TRADE REFUSE	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	79	0	79
Premises and Related	0	0	0
Transport	45	0	45
Supplies and Services	275	0	275
Third Party Payments	0	0	0
Transfer Payments	20	0	20
Income	0	(619)	(619)
Net Expenditure	419	(619)	(200)

Cleansing Services

HE840, HE900, HE910

Purposes:

The council has a duty to ensure that all land in its direct control, which is open to the air and to which the public has access, is kept clear of litter and refuse in line with the government's Litter Code.

This Act also transferred the responsibility for cleaning all public roads within the borough, except motorways, from the Highway Authority to Hertsmere.

From April 2014, this service has taken over the pest control duties under the Prevention of Damage by Pests Act and the Public Health Acts from Environmental Health.

CLEANSING SERVICES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	813	0	813
Premises and Related	0	0	0
Transport	198	0	198
Supplies and Services	43	0	43
Third Party Payments	61	0	61
Transfer Payments	85	0	85
Income	0	(63)	(63)
Net Expenditure	1,200	(63)	1,137

Parks and Amenity Areas

HD300, HD301, HD302, HD310, HD370, HD371, HD372, HD373, HD380, HD390, HD391, HD392, HD393, HD394, HD395, HD396

Purposes:

Hertsmere is responsible for 43 parks and play areas covering some 148 hectares, as well as a variety of other amenity areas, nature reserves and woodland areas.

This department is responsible for the Council's parks and open spaces development programme, increasing local amenity through application of S106 and Community Infrastructure Levy. It is responsible for the maintenance of trees and woodlands in Hertsmere's parks and amenity areas and ensuring that the council's statutory functions in respect of Tree Preservation Orders are delivered.

Facilities include:

- 27 equipped play areas
- 2 skate parks
- 20 11 a side football pitches
- 5 7 a side football pitches
- 9 tennis courts
- 5 basketball / multi use courts
- 1 splash park
- 4 parks with exercise equipment

Rose Garden

Following a successful restoration project in conjunction with the Heritage Lottery Fund, the Rose Garden in Bushey was reopened to the public on July 2010.

PARKS AND AMENITY AREAS	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	315	0	315
Premises and Related	124	0	124
Transport	3	0	3
Supplies and Services	32	0	32
Third Party Payments	910	0	910
Transfer Payments	10	0	10
Income	0	(110)	(110)
Net Expenditure	1,394	(110)	1,284

Allotments

HD350

Purpose:

The council owns, and provides for rental, 204.5 plots over five sites throughout the borough.

ALLOTMENTS	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	5	0	5
Transport	0	0	0
Supplies and Services	0	0	0
Third Party Payments	12	0	12
Transfer Payments	0	0	0
Income	0	(13)	(13)
Net Expenditure	17	(13)	4

Allum Lane Cemetery and Closed Grounds

HE101

Purposes:

The council has duties in respect of the provision and regulation of cemeteries. The Allum Lane Cemetery is available for burials and Hertsmere has entered into a joint agreement with four other authorities to provide and manage the West Herts Crematorium at Garston; there are no costs associated with this agreement.

Additionally, Hertsmere is responsible for the maintenance of closed cemeteries (not available for burials) at St James, Bushey; Mutton Lane, Potters Bar; and St Botolph's, Shenley. These are maintained under the Grounds Maintenance Contract.

Grounds maintenance and grave digging works at Allum Lane are also part of the Grounds Maintenance Contract.

The cemetery is available for burial of non-Hertsmere residents, for which triple the normal charge is made. The cemetery is open at the following times:

Daily 9.00 am - 5.00 pm, 365 days a year.

ALLUM LANE CEMETERY AND CLOSED GROUNDS	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	13	0	13
Transport	0	0	0
Supplies and Services	44	0	44
Third Party Payments	102	0	102
Transfer Payments	0	0	0
Income	0	(139)	(139)
Net Expenditure	159	(139)	20

Parking Services

HH800, HH810, HH820

Purposes:

- Implementation of the council's Parking Policy (1991 Road Traffic Act - Decriminalisation);
- Administration of enforcement of parking restrictions throughout the borough;
- Administration and enforcement of Controlled Parking Zones (CPZ) and council-owned and operated car parks;
- Maintenance of council car parks;
- The team is responsible for the design and implementation of Controlled Parking Schemes and the council's car parking policies;
- Creating new and amended Traffic Regulation Orders to enable off-street car parking measures to be introduced, including Controlled Parking Zones;
- Partnership arrangement with Three Rivers District Council.

Controlled Parking Zones and Decriminalisation

The council first decided to introduce Controlled Parking Zones (CPZs) in 1989 as a means of reducing commuter parking in residential streets to ease traffic congestion and to maintain and improve road safety. Following extensive public consultation over several years, CPZ schemes were introduced in the central areas of Borehamwood and Radlett in 1996.

Since implementation, the two parking schemes have been continually monitored and subsequently modified as requested by local residents, members and others to suit constant changes in local circumstances and to minimise the effects of parking transfer. All proposed changes were discussed with local members prior to approval.

On 30 January 2006 the council assumed responsibility, under what is known as decriminalisation (DPE), for the enforcement of all parking restrictions throughout the borough. Furthermore, the provisions of Part 6 of the Traffic Management Act 2004 were implemented in Hertsmere on the 31 March 2008.

Car Parks and Parking

The council aims to manage competing demand for kerbside space and manage our surface and multi-storey car parks.

The objectives of the service are to implement appropriate actions to properly control and enforce both off and on street parking in all main town centres to make optimum use of all available spaces.

Key Statistics:

The council provides 13 car parks throughout the borough providing approximately 1,652 spaces in total.

PARKING SERVICES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	1,036	0	1,036
Premises and Related	239	0	239
Transport	21	0	21
Supplies and Services	428	0	428
Third Party Payments	20	0	20
Transfer Payments	100	0	100
Income	0	(2,200)	(2,200)
Net Expenditure	1,844	(2,200)	(356)

Engineering Services

Engineering

- The delivery of the programme of flood defence works;
- Maintenance of strategic sections of the land drainage system within the borough.;
- Provision of a 24 hour x 365 days a year emergency response to flooding, pollution, blockages and other emergency situations;
- Residual highway functions within the borough, including maintenance of the bus shelter, street furniture, street nameplates, unadopted roads and street market management;
- Provision of planning consultation and advice on drainage related issues.

The number of Full Time Equivalent Staff (FTE) budgeted for 2022/23: 6.6

ENGINEERING SERVICES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	368	0	368
Premises and Related	25	0	25
Transport	44	0	44
Supplies and Services	19	0	19
Third Party Payments	156	0	156
Transfer Payments	10	0	10
Income	0	(278)	(278)
Net Expenditure	622	(278)	344

Highways Related Maintenance Items

HH400, HH410, HH420, HH430, HH500, HH700, HH710, HG528

Purposes:

This budget covers all of the council's residual highway functions and responsibilities following termination of the highways agency agreement.

- **Bus Shelters** - The aim is to provide and maintain to a safe standard all remaining bus shelters in Hertsmere, not incorporated within the Adshel Agreement signed by HCC, in liaison with the parish and town councils and bus operators;
- **Street Furniture** - The provision and maintenance of general street furniture;
- **Footway Lighting** - Inspection and maintenance of lighting on footpaths owned by Hertsmere;
- **Street Nameplates** - The aim of this service is to co-ordinate the proper naming and numbering of new streets as development occurs, ensuring that all proposed names are acceptable to all parties. The Public Health Act imposes a duty on Hertsmere to ensure that streets are properly named and identified. The purpose of this budget is to repair or replace existing street nameplates;
- **Traffic Management Scheme** - In order to assist in identifying problem areas, the council funds a limited programme of traffic surveys and associated activities;
- **Town Centre Management** - The continuing programme of town centre enhancement requires a budget for routine repair to ensure the quality of the street scene is maintained;
- **Inspection of Unadopted Roads and Footpaths** - The council is responsible for maintaining unadopted roads and footpaths owned by the council, and is required to carry out routine inspection and maintenance of them;
- **Street Markets** - The council introduced a regular street market operating on Tuesdays and Saturdays in Shenley Road, Borehamwood during 1994. A private company manages the market on the council's behalf under the provisions of an operating contract.

HIGHWAY RELATED - RESIDUAL MAINTENANCE ITEMS	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	0	0	0
Third Party Payments	36	0	36
Transfer Payments	0	0	0
Income	0	(25)	(25)
Net Expenditure	36	(25)	11

Engineering Services Unit

HE600, HE610, HE620, HE640

Purposes:

- The delivery of the programme of flood defence works;
- Maintenance of strategic sections of the land drainage system within the borough;
- Provision of a 24 hour x 365 days a year emergency response to flooding, pollution, blockages and other emergency situations;
- The provision of assistance to stakeholders, including advice to other council units, working in partnership with other, external agencies and the acquisition of commercial opportunities.

Activity Levels/Statistics:

- Maintenance of approximately 45 km of ditches and culverted watercourses, including ancillary assets;
- 70 requests for flood investigations from residents per annum;
- 320 drainage related planning consultations per annum;
- 530 consultancy projects for fee paying customers undertaken per annum;
- 680 properties reported as affected by flooding on Hertsmere Borough Council's flooding database.

ENGINEERING SERVICES UNIT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	368	0	368
Premises and Related	25	0	25
Transport	44	0	44
Supplies and Services	19	0	19
Third Party Payments	120	0	120
Transfer Payments	10	0	10
Income	0	(253)	(253)
Net Expenditure	586	(253)	333

Asset Management

Please see the following pages for detailed commentary on each of the following services:

- Civic Offices;
- Depot Sites;
- Residual Residential Properties;
- Commercial Properties;
- Garages;
- Leisure and Community Buildings;
- Building Maintenance Programme;
- Asset Management Unit.

The number of Full Time Equivalent Staff (FTE) budgeted for 2022/23: 10.7

ASSET MANAGEMENT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	628	0	628
Premises and Related	1,435	0	1,435
Transport	2	0	2
Supplies and Services	730	0	730
Third Party Payments	21	0	21
Transfer Payments	570	0	570
Income	0	(8,337)	(8,337)
Net Expenditure	3,386	(8,337)	(4,951)

Civic Offices

HN700

Purposes:

The council's functions are in the main centralised, at the Civic Offices (completed in 1977) in Borehamwood. The offices also incorporate the council chamber and committee rooms, which are available for hire to accommodate meetings, seminars and conferences.

All costs associated with maintaining the offices are charged here. These costs are then recharged to all business units of the council on a square metre basis.

The council also generates additional income from renting of the ground floor Civic Office space to external tenants.

CIVIC OFFICES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	585	0	585
Transport	0	0	0
Supplies and Services	31	0	31
Third Party Payments	0	0	0
Transfer Payments	55	0	55
Income	0	(440)	(440)
Net Expenditure	671	(440)	231

Depot Sites

HG525, HG560, HG561

Purposes:

There are three depots that the council uses for its own purposes:

- Balmoral Drive - utilised by the council to archive data and for corporate storage;
- Meadow Road - utilised by Engineering Services;
- Stanborough Avenue - utilised by Environmental Health.

The costs associated with the Street Scene Services depot at Cranborne Road are charged under the Street Scene Services budget.

DEPOT SITES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	16	0	16
Transport	0	0	0
Supplies and Services	0	0	0
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure	16	0	16

Residual Residential Properties

HK100, HK120, HK150, HK151, HK152, HK153, HK155, HK157, HK158, HK159, HK160, HK161

Purposes:

This includes 33 residential properties that were excluded from the housing transfer, and used for temporary accommodation for the homeless.

Council New Builds

- In addition to the above properties, the council has constructed:
 - two semi-detached two-bedroom houses in Hackney Close, in Borehamwood on a derelict children's playground to be used as temporary accommodation for people in housing need;
 - four dwellings on the former garage site on Buckingham Road for open market rent.

Eastbury Road Caravan Site

There are thirteen plots located on this site. Of these twelve are owner-occupied with the remaining plot being occupied by a council tenant.

Income from Places for People Housing Association

This is the income due for the management by the Places for People Housing Association of the key worker homes situated on the Studio Estate. These properties were not included in the transfer to Ridgehill and Aldwyck Housing Associations and consequently the council has retained the freehold.

RESIDUAL RESIDENTIAL PROPERTIES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	25	0	25
Transport	0	0	0
Supplies and Services	19	0	19
Third Party Payments	0	0	0
Transfer Payments	10	0	10
Income	0	(946)	(946)
Net Expenditure	54	(946)	(892)

Commercial Properties

HD700, HG520, HG521, HG522, HG523, HG524, HG526, HG527, HG580

Purposes:

This budget reflects the running costs, management costs and the income due under lease agreements, for the following sites:

- In the region of 70 shops;
- Elstree Studios;
- The Point Centre;
- Other commercial properties under the council's management;
- Cranborne Industrial Estate.

Any major repair/renovation programmes are charged to the council's Capital Programme or to the planned maintenance programme as appropriate.

The majority of the shops are within the following parades:

- Aycliffe/Leeming Road;
- Hartforde Road;
- Howard Drive;
- Croxdale Road;
- Bournehall Avenue;
- Rossington Avenue.

Included within this budget are the costs and income receivable from the council-owned flats situated within the shopping parades.

Cranborne Industrial Estate

This site is made up of seven parcels of land leased to light industrial users. In addition, the council owns the freehold interest in the Enterprise Centre, which is let to Watford Enterprise Agency. The council receives a share of the rental income for the small workshop and office units

COMMERCIAL PROPERTIES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	210	0	210
Transport	0	0	0
Supplies and Services	553	0	553
Third Party Payments	10	0	10
Transfer Payments	200	0	200
Income	0	(6,252)	(6,252)
Net Expenditure	973	(6,252)	(5,279)

Garages

HK110

Purpose:

The council owns 1,655 garages in the following locations:

Borehamwood / Elstree	932
Shenley/ Radlett / Bushey	512
South Mimms, Potters Bar	211

GARAGES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	75	0	75
Transport	0	0	0
Supplies and Services	0	0	0
Third Party Payments	0	0	0
Transfer Payments	105	0	105
Income	0	(678)	(678)
Net Expenditure	180	(678)	(498)

Leisure and Community Buildings

HD100, HD121, HD202, HD210, HD211, HD213, HD217

Purposes:

Leisure Buildings

- These are the costs associated with the 'landlord responsibility' of providing leisure facilities;
- The costs include building maintenance and the necessary insurance premiums to maintain the fabric of the building;
- The council has to ensure that all facilities are in place to meet health and safety at work legislation;
- The council's leisure buildings are managed under a contract with InspireAll (formerly Hertsmere Leisure Trust).

Community Halls

- This budget relates to costs associated with the 'landlord responsibility' for the community centres that are under leasing/management agreements.

Bushey Museum

- Bushey Museum Trust occupies the premises at Rudolph Road, Bushey. The landlord cost of maintaining the building is shown here. The cost of operating the museum is reported under Partnerships and Community Engagement.

LEISURE & COMMUNITY BUILDINGS	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	108	0	108
Transport	0	0	0
Supplies and Services	3	0	3
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(5)	(5)
Net Expenditure	111	(5)	106

Building Maintenance Programme

HD201

Purpose:

- This budget is for planned maintenance for the council's property portfolio. A programme is developed annually, based on condition surveys and seeks to move from the reactive maintenance of buildings to planned maintenance in accordance with good practice.

BUILDING MAINTENANCE PROGRAMME	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	416	0	416
Transport	0	0	0
Supplies and Services	0	0	0
Third Party Payments	0	0	0
Transfer Payments	200	0	200
Income	0	0	0
Net Expenditure	616	0	616

Asset Management Unit

HB270

Purposes:

The Asset Management Unit is responsible for securing the best use of the council's land and buildings with the aim of maximising revenue and reducing costs.

Surplus assets are regularly reviewed and disposed of where opportunities exist.

The unit is responsible for the management and maintenance of the following:

- Public offices;
- Community halls;
- Residual residential properties;
- Cranborne industrial estate;
- Garages;
- Commercial properties.

ASSET MANAGEMENT UNIT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	628	0	628
Premises and Related	0	0	0
Transport	2	0	2
Supplies and Services	124	0	124
Third Party Payments	11	0	11
Transfer Payments	0	0	0
Income	0	(16)	(16)
Net Expenditure	765	(16)	749

Finance and Business Services

Finance and Business Services

Purposes:

- Financial strategy and planning;
- Capital and revenue budget setting and financial monitoring;
- Setting the council tax;
- Financial management, support and control;
- Financial accounting;
- The administration and collection of revenues - council tax and national non-domestic rates;
- The administration of the housing benefit and council tax support schemes as determined by current statutory requirements;
- Treasury management strategy and the administration of the treasury function;
- Insurance;
- VAT;
- Payroll - including the payments of salaries, wages and members' allowances;
- Payment of creditors;
- Raising debtors' invoices and collection and management of debt owed to the council;
- Risk analysis and risk management strategies;
- Procurement;
- Information Digital Services including infrastructure, systems support and Civic Office telephones.

The number of Full Time Staff (FTE) budgeted for 2022/23: 54.7

FINANCE & BUSINESS SERVICES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	2,695	0	2,695
Premises and Related	0	0	0
Transport	7	0	7
Supplies and Services	24,327	0	24,327
Third Party Payments	158	0	158
Transfer Payments	7,800	0	7,800
Income	0	(32,394)	(32,394)
Net Expenditure	34,987	(32,394)	2,593

Performance Indicators

	2018/19	2019/20	2020/21
Invoices paid on time	97.5%	98.1%	97.5%
% of council tax collected	97.7%	98.0%	97.7%
% of NDR collected	98.2%	98.1%	95.5%

Finance Unit

HN100

Purposes:

Financial Services

- Financial Strategy;
- Medium term financial plan;
- Preparing capital and revenue budgets and setting the council tax;
- Financial support and management and monitoring financial performance;
- Budgetary control and producing financial monitoring reports;
- Closure of the accounts by the statutory deadline;
- Statutory Statement of Accounts;
- Bank reconciliation;
- Statistical, Government & CIPFA returns;
- Grant claims;
- Prudential code, use of resources statement, value for money.

Treasury and Banking

- Treasury Management Strategy;
- Cash flow management, investments and loans;
- Financial modelling and project appraisal;
- Insurance and risk management;
- VAT accounting and managing the timely submission of returns to Customs & Excise;
- Banking and merchant services.

Payroll

- Payments of salaries, wages and members' allowances;
- Payroll advice and information;
- Car loan administration.

Creditors & Debtors

- Payment of creditors within specified terms;
- Payment and management of the Construction Industry Taxation scheme;
- Raising invoices and credit notes and providing debtors enquiry service;
- Collection and management of debt owed to the council.

FINANCE UNIT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	874	0	874
Premises and Related	0	0	0
Transport	1	0	1
Supplies and Services	142	0	142
Third Party Payments	1	0	1
Transfer Payments	0	0	0
Income	0	(18)	(18)
Net Expenditure	1,018	(18)	1,000

Revenues and Benefits Unit

HN160, HN170

Purposes:

- The administration and collection of revenues – council tax and national non-domestic rates;
- The administration of the housing benefit and council tax support schemes as determined by current statutory requirements.

REVENUES AND BENEFITS	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	1,127	0	1,127
Premises and Related	0	0	0
Transport	5	0	5
Supplies and Services	112	0	112
Third Party Payments	39	0	39
Transfer Payments	0	0	0
Income	0	(203)	(203)
Net Expenditure	1,283	(203)	1,080

Council Tax and Non Domestic Rates Administration

HB610, HB600

Purposes:

The local authority is responsible for raising two forms of local taxation: council tax, which is levied against households, and Non-Domestic Rates (NDR), also referred to as Business Rates, which is levied against non-domestic properties in the borough.

The amount of tax charged is based on a valuation from the Valuation Office Agency (VOA) and can be reduced by discounts / exemptions in council tax and reliefs / exemptions in NDR.

Employee and overhead costs are included within the Revenues and Benefits Unit budget. The council receives administration grant funding in relation to these costs.

COUNCIL TAX & NON DOMESTIC RATES ADMINISTRATION	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	76	0	76
Third Party Payments	5	0	5
Transfer Payments	0	0	0
Income	0	(492)	(492)
Net Expenditure	81	(492)	(411)

Benefits Administration

HB630

Purposes:

This section records the cost of administering housing benefit and council tax support claims. The authority receives a grant from the Department of Works and Pensions (DWP) for housing benefit and a separate grant from the Ministry of Housing, Communities and Local Government (MHCLG) for council tax support to part fund these expenses.

Employee and overhead costs are included within the Revenues and Benefits Unit budget. The council receives administration grant funding in relation to these costs

BENEFITS ADMINISTRATION	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	34	0	34
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(349)	(349)
Net Expenditure	34	(349)	(315)

Housing Benefit

HJ820

Purposes:

This represents the housing benefit paid to private sector tenants (including housing associations) throughout the borough. The council, under the Housing Act 1985, must operate the statutory rent allowance scheme (or a scheme no less favourable).

Subsidy at 100% of the payments made is receivable from the Department of Works and Pensions (DWP).

HOUSING BENEFIT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	23,500	0	23,500
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(23,500)	(23,500)
Net Expenditure	23,500	(23,500)	0

Council Tax Support

HB640

Purpose:

This section shows the value of all council tax support awarded under the council's local Council Tax Support (CTS) Schemes.

From 2020/21 Hertsmere will operate two local CTS schemes:

The first scheme, which was introduced in 2013/14 replacing the previous system of Council Tax Benefit, applies for claimants of legacy benefits such as Job Seekers Allowance and applies similar principles to determine the level of CTS award.

The **NEW Banded CTS** scheme introduced from 1 April 2020 is for **working age Universal Credit (UC) claimants ONLY** and has been designed to align with the changing nature of UC as earnings fluctuate.

COUNCIL TAX SUPPORT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	0	0	0
Third Party Payments	0	0	0
Transfer Payments	7,800	0	7,800
Income	0	(7,800)	(7,800)
Net Expenditure	7,800	(7,800)	0

Information Digital Services

HN200, HN210

Purposes:

Information Digital Services (IDS) provide specialist support, advice and guidance on the use of information technology and provide strategic direction in relation to information services to support the organisation in achieving its corporate goals

IDS comprises of three distinct business units:

- **Infrastructure and Technical Security**

Development and implementation of the Information Services Strategy. Procurement of and support and maintenance for all PC, laptop, server, networking and telecommunications hardware, and operating system support. Internet and intranet, cyber security, disaster recovery, business continuity and cloud technologies;

- **Business Systems and Projects Support Service**

Support and maintain all the authority's line of business applications including working closely with business units to ensure maximum benefits are obtained through procurement, implementation and use of applications. The team also provide a project management to major corporate projects;

- **Service Desk**

Provide first line ICT support to staff and members.

In addition to working within the organisation, the service works in partnership with other district authorities, Hertfordshire County Council, other public sector institutions and private sector companies.

INFORMATION DIGITAL SERVICES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	676	0	676
Premises and Related	0	0	0
Transport	1	0	1
Supplies and Services	463	0	463
Third Party Payments	75	0	75
Transfer Payments	0	0	0
Income	0	(32)	(32)
Net Expenditure	1,215	(32)	1,183

Procurement

HN800

Purposes:

This unit is responsible for development, implementation and monitoring of the council's Procurement Strategy, and Contract Procedure Rules and for ensuring compliance with current legislation and guidance.

This service provides support, guidance and training to support managers through the procurement process and with ongoing contract management.

The Procurement Service is delivered through a partnership arrangement with Stevenage Borough Council.

PROCUREMENT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	18	0	18
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	0	0	0
Third Party Payments	38	0	38
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure	56	0	56

Legal and Democratic Services

Please see the following pages for detailed commentary on each of the following services:

- Land Charges;
- Electoral Registration;
- Local Elections;
- Legal and Democratic Services Business Unit;
- Mayoral Budget;
- Surgeries;
- Members Allowances;
- Mayoral and Members Support;
- Committee Administration.

The number of Full Time Equivalent Staff (FTE) budgeted for 2022/23: 19.8

LEGAL & DEMOCRATIC SERVICES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	1,153	0	1,153
Premises and Related	1	0	1
Transport	8	0	8
Supplies and Services	673	0	673
Third Party Payments	8	0	8
Transfer Payments	43	0	43
Income	0	(326)	(326)
Net Expenditure	1,886	(326)	1,560

Local Land Charges

HC100

Purposes:

- Delivery of a Land Charges Service, which is a statutory function.

A Statutory Instrument requires that the council make a reasonable charge based on the cost of providing the service for supply of the CON 29A. These charges therefore differ between authorities.

Fees and Charges:

The fee for official certificates of search based on cost recovery is £18 electronically.

The charge for a full search including replies to enquiries Con 29R is £80 (residential) and £158 (non-residential). A priority search service is also available..

LOCAL LAND CHARGES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	103	0	103
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	37	0	37
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(189)	(189)
Net Expenditure	140	(189)	(49)

Electoral Registration

HB810

Purposes:

To deliver an Electoral Service which is a statutory function.

From 16th February 2001 new regulations introduced a rolling registration, which enables residents to register monthly instead of between fixed qualifying dates. Deletions and amendments may also be made monthly causing numbers to fluctuate.

Hertsmere's registered electorate totals approximately 74K.

Further regulations effective from 1st December 2002 required the Electoral Registration Officer to compile two versions of the register of electors, a full version and an edited version. The full version contains all electors and is only available for limited purposes. The edited version contains the names of people who have not opted out of inclusion and is available for general use.

ELECTORAL REGISTRATION	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	150	0	150
Premises and Related	0	0	0
Transport	1	0	1
Supplies and Services	75	0	75
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(3)	(3)
Net Expenditure	227	(3)	223

Elections

HB801

Purposes:

The council is responsible for organising borough council, county council, parish council, parliamentary and police and crime commissioner elections, neighbourhood referendums and parish polls.

Following changes to the borough council elections in May 2015, all councillors are now up for election every four years.

A contribution is therefore made to an elections earmarked reserve annually to offset the cost of the borough elections in the fourth year. The next borough election will take place in May 2023.

LOCAL ELECTIONS	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	12	0	12
Third Party Payments	0	0	0
Transfer Payments	43	0	43
Income	0	0	0
Net Expenditure	55	0	55

Legal Services Business Unit

HN300

Purposes:

All legal matters affecting the council:

- Providing an efficient and effective legal service ensuring the council carries out its functions both lawfully and properly;
- Providing legal advice to all service groups within the authority on matters, which they undertake as part of their function/duties and primarily its aim is to protect the council's interests;
- Drafting documents and legal agreements as necessary for the council on a variety of subjects;
- Providing advice to all committees at the council in particular Executive, Council and other quasi-judicial decision making bodies such as planning and licensing;
- Providing advice to members and directors as required;
- Prosecution/injunctions across the authority's functions;
- Commercial conveyancing/litigation. Other general litigation;
- Planning matters, which include Section 106 Agreements and planning enquiries;
- Debt recovery;
- General Data Protection Regulation (GDPR).

LEGAL SERVICES BUSINESS UNIT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	608	0	608
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	42	0	42
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(128)	(128)
Net Expenditure	650	(128)	522

Mayoral Budget (Civic Expenses)

HB150, HB151

Purpose:

These costs represent the expenditure associated with the civic events and mayoral duties.

MAYORAL BUDGET (CIVIC EXPENSES)	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	4	0	4
Supplies and Services	33	0	33
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure	37	0	37

Surgeries

HB120

Purpose:

Members may organise their own surgeries. Where they are arranged on a ward basis, some funding is available for hall hire and publicity for up to two surgeries a year.

SURGERIES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	1	0	1
Transport	0	0	0
Supplies and Services	0	0	0
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure	1	0	1

Members Allowances

HB140

Purpose:

All members receive a basic allowance but no payment for attending meetings. Special responsibility allowances are paid in addition to this to those with the most demanding roles.

MEMBERS ALLOWANCES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	17	0	17
Premises and Related	0	0	0
Transport	2	0	2
Supplies and Services	400	0	400
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(4)	(4)
Net Expenditure	419	(4)	415

Costs Associated with Meetings/Members

HB130, HB141, HB142, HB143, HB144

Purposes:

This includes the printing of minutes and agendas, newspaper cuttings, stationery and postage costs. The cost of printing of minutes and agendas has reduced following the introduction of tablets for members to access information electronically.

Committee Costs

The budget for Overview and Scrutiny Committees is for the payment of expenses and fees to outside witnesses and to permit them to undertake independent research and consultation together with appropriate training. The expenses of the Independent Remuneration Panel are for the preparation and publication of their reports, payments to panel members and the mandatory advertising of the panel's proposals. The costs of the Standards Committees are for probity training for councillors, allowances for co-opted members and for investigations.

Cabinet Expenses

These cover general expenses incurred by the Executive.

COSTS ASSOCIATED WITH MEETINGS / MEMBER COSTS	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	5	0	5
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	59	0	59
Third Party Payments	8	0	8
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure	72	0	72

Democratic Services Business Unit

HN310

Purpose:

The unit exists to provide advice and support for the work of councillors in Hertsmere.

DEMOCRATIC SERVICES BUSINESS UNIT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	270	0	270
Premises and Related	0	0	0
Transport	1	0	1
Supplies and Services	15	0	15
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(2)	(2)
Net Expenditure	286	(2)	284

Human Resources and Customer Services

Purposes:

Please see the following pages for commentary on the following areas of work undertaken by this unit:

- Human Resources;
- Customer Relationship Management;
- Digital Transformation;
- Civic Office Keepers;
- Design & Print Services;
- Health & Safety;
- Strategic Training.

The number of Full Time Equivalent Staff (FTE) budgeted for 2022/23: 25.8

HUMAN RESOURCES & CUSTOMER SERVICES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	1,240	0	1,240
Premises and Related	1	0	1
Transport	2	0	2
Supplies and Services	125	0	125
Third Party Payments	106	0	106
Transfer Payments	7	0	7
Income	0	(214)	(214)
Net Expenditure	1,481	(214)	1,267

Human Resources Unit

HN500

Purposes:

Human Resources provide the people management strategy for the council with the aim of building capacity in the organization and getting the best from the workforce. Human Resources lead on equality and diversity in relation to the employment of staff.

The unit:

- Provides a centre of expertise, support, information and advice to facilitate effective workforce planning and excellence in the selection, management, development and reward of Hertsmere employees;
- Supports service managers and directors in the day-to-day people management of their staff, including recruitment and selection, induction, terms and conditions of employment, job evaluation, remuneration, appraisal, training and development, discipline, re-organisation and all employee relations matters;
- Develops flexible learning and development solutions in response to training needs;
- Organises corporate training, using both internal and external training providers, e-learning and other learning methodology;
- Designs, implements and provides advice on human resources policies and procedures ensuring compliance with employment law, regulations and codes of best practice;
- Provides an occupational health service and an employee assistance programme to support employees and advise managers in relation to health issues, sickness absence management or other personal needs of employees;
- Monitors and provides regular management information on trends in sickness absence; use and deployment of agency temps; pay and benefits; staff turn-over and workforce profiling including equalities and diversity;
- Responds to local and national consultation documents and surveys associated with all employment issues including establishment, pay and benefits, terms and conditions of employment, equality and diversity in employment, local government policy and regulation amendments;
- Develops equality and diversity policies and schemes and supports service heads and managers in integrating equality and diversity dimensions into people management.

HUMAN RESOURCES UNIT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	314	0	314
Premises and Related	0	0	0
Transport	1	0	1
Supplies and Services	13	0	13
Third Party Payments	32	0	32
Transfer Payments	0	0	0
Income	0	(3)	(3)
Net Expenditure	360	(3)	357

Customer Relationship Management

HO100

Purposes:

The Customer Service Centre is the gateway to council services and the team makes a major contribution to ensuring that customers are aware of the range of services available, including those from partner organisations. Customers can access our services online, by telephone or at the Civic Offices in Borehamwood Please check our website or call our Customer Service Centre to confirm our opening hours before visiting.

The aim of the Customer Service Centre is to ensure that customers' experience of our services is as smooth and as well supported as possible and trying to resolve enquiries at the first point of contact. We have a range of facilities to help customers to access services, including induction loops for those who are hard of hearing, and language interpreters are available when essential. Above all, the Customer Service Team is welcoming, friendly and puts the customer first.

The Customer Service Centre provides a detailed enquiry handling service for people phoning the council for a range of key services within the organisation. The aim of this is to resolve customers' enquiries straight away wherever possible. However, customers can also telephone the direct dial number of the department they wish to contact. Through our main telephone number, we have a voice recognition system to direct customers to the right place.

CUSTOMER RELATIONSHIP MANAGEMENT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	644	0	644
Premises and Related	0	0	0
Transport	1	0	1
Supplies and Services	69	0	69
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(18)	(18)
Net Expenditure	714	(18)	696

Digital Transformation

HO101

Purpose:

The website is often the first place our customers visit for information so the aim is to develop the website and the digital delivery of our services and support the introduction and implementation of new digital business processes for transactions through the website. Customer online accounts are planned to enable customers to log and track service requests providing proactive updates.

Customer Services, including the Digital Transformation team will:

- Continue to provide services for those who are unable to access our services online;
- Monitor the content on the website and work with Corporate Communications and the website co-ordinators to control the quality of all information that is published on the website, ensuring that data is transparent, easily understood and accessible;
- Identify and recommend new technologies that could be adopted to improve access to council services seeking out best practice on website and digital transformation in other organisations to recommend how service areas could improve efficiencies and quality of service;
- Use analytics to report on the effectiveness, engagement and use of the website.

DIGITAL TRANSFORMATION	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	69	0	69
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	1	0	1
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(1)	(1)
Net Expenditure	70	(1)	69

Civic Office Keepers

HO300

Purpose:

The Civic Office Keepers are also part of the Customer Services Team. They open and close the Civic Offices, set up meeting rooms, liaise with and monitor contractors and other visitors to the building. They work with and support the Customer Service Team to ensure smooth service delivery.

CIVIC OFFICE KEEPERS	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	92	0	92
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	1	0	1
Third Party Payments	19	0	19
Transfer Payments	0	0	0
Income	0	(1)	(1)
Net Expenditure	112	(1)	111

Design & Print Services

HN900

Purposes:

Design & Print Services is a central resource, producing specialist design and print solutions to both internal and external customers. Using 'cutting edge' equipment, its services include procuring the councils lithographic printing, design, high quality digital colour printing, wide format poster production, high volume digital black/white printing and document finishing.

The department is able to provide solutions for all of our customers' needs, through the use of skilled designers and knowledgeable staff. The unit provides advice, support and manages design projects, working with its customers to deliver a variety of publications and designs that meet Hertsmere Borough Council's corporate standards.

Design & Print Services is also responsible for:

- Postal services for the authority including the provision of all post distribution internally and externally;
- Scanning;
- Multi-functional devices contract and maintenance;
- Collection of the recycled paper for the council.

DESIGN & PRINT SERVICES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	91	0	91
Premises and Related	1	0	1
Transport	0	0	0
Supplies and Services	38	0	38
Third Party Payments	55	0	55
Transfer Payments	7	0	7
Income	0	(191)	(191)
Net Expenditure	192	(191)	1

Health & Safety

HE820

Purposes:

The provision of health and safety advice is a requirement of legislation, for which the council employs a Health and Safety and Training Coordinator in partnership with Herts County Council. The main purpose of this position is to:

- Advise the council on legislation requirements, in relation to employees and third parties that could be affected by the council's activities or condition of properties;
- Develop and review health and safety policies and procedures to assist in compliance with legislation;
- Identify health and safety training needs, deliver health and safety training and arrange for specialist trainers where required;
- Provide advice and support to all employees in the day-to-day implementation of health and safety policies and legislation;
- Monitor and review incident reports;
- Ensure that emergency provisions are in place, including suitable numbers of trained first aiders and fire marshals;
- Identify and advise on corporate health and safety risks;
- Ensure consultation with employees on health and safety matters, including through establishing and maintaining a safety group of staff representatives.

HEALTH & SAFETY	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	3	0	3
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure	3	0	3

Strategic Training

HB210

Purpose:

Centralised budget for the training needs of the council as a whole.

STRATEGIC TRAINING	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET '000
Employees	30	0	30
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	0	0	0
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure	30	0	30

Executive Directors

HN400

Executive Directors

These costs consist of the Managing Director, Executive Director and their personal assistants.

The number of Full Time Equivalent Staff (FTE) budgeted for 2022/23: 4.0

EXECUTIVE DIRECTORS	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	478	0	478
Premises and Related	0	0	0
Transport	2	0	2
Supplies and Services	17	0	17
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(4)	(4)
Net Expenditure	497	(4)	493

Assurance Services

Purpose:

Those activities and costs concerned with the provision of internal audit, anti-fraud and risk management services. Assurance Services provide independent, objective and professional services that improve the quality of information, or its context, for management and members. The service covers many areas of information, both financial and non-financial..

AUDIT & ASSURANCE	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	4	0	4
Third Party Payments	187	0	187
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure	191	0	191

Shared Internal Audit Services (SIAS)

HN600

Purposes:

To provide an independent and objective opinion on the council's control environment - comprising internal controls, governance arrangements and risk management arrangements.

To support and facilitate the council's aims and objectives by delivering a comprehensive and professional service across the organisation, by assisting management in the effective discharge of their responsibilities and by promoting good practice across the council.

The team's work is planned to ensure efficient use of resources and it is reviewed to ensure that it meets the prescribed standards of best practice and so that it is relied upon by the council's external auditors.

Since 1 June 2011, the council's internal audit function has been provided by the Shared Internal Audit Service (SIAS). SIAS is formed of a partnership between the following councils:

- East Hertfordshire District Council;
- Hertfordshire County Council (HCC);
- Hertsmere Borough Council (HBC);
- North Hertfordshire District Council;
- Stevenage Borough Council;
- Three Rivers District Council;
- Welwyn Hatfield Borough Council;
- Watford Borough Council.

INTERNAL AUDIT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	0	0	0
Third Party Payments	97	0	97
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure	97	0	97

Shared Anti-Fraud Service

HJ830

Purposes:

To detect, investigate and prevent fraud.

To support and facilitate the council's aims and objectives by delivering an efficient and effective service, by working with both internal and external partners and by promoting a culture of honesty, openness and accountability.

All investigations are undertaken strictly within current legislation.

The council's anti-fraud service is provided by the Shared Anti-Fraud Service (SAFS).

The following councils are partners in the shared anti-fraud service:

- Broxbourne Borough Council;
- East Herts Council;
- Hertsmere Borough Council;
- Hertfordshire County Council;
- North Herts District Council;
- Stevenage Borough Council;
- Luton Borough Council.

SHARED ANTI FRAUD SERVICE (SAFS)	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	4	0	4
Third Party Payments	85	0	85
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure	89	0	89

Risk Management

HN610

Purposes:

To co-ordinate and facilitate the process of identifying risks, evaluating their potential consequences and determining and implementing the most effective way of controlling and monitoring them.

The aim of the process is to manage those risks, which would impact on the council's ability to achieve its objectives. The council's risk management arrangements are based on prescribed standards of best practice.

This function is provided through a shared service with Hertfordshire County Council.

RISK MANAGEMENT	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	0	0	0
Third Party Payments	5	0	5
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure	5	0	5

Corporate Budgets

Purposes:

Please see the following pages for commentary on the following areas of work undertaken by this unit:

- General Expenses;
- Audit Fees, Bank Charges;
- Apprenticeship Levy;
- Central Contingency;
- Minimum Revenue Provision;
- Investment Income.

CORPORATE BUDGETS	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	91	0	91
Premises and Related	482	0	482
Transport	0	0	0
Supplies and Services	559	0	559
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(435)	(435)
Net Expenditure above the line	1,132	(435)	697

General Expenses

HB100

Purpose:

Includes items of general expenditure that do not relate to a specific service. (i.e. Long Service Awards, Recruitment Advertising, Corporate Subscriptions, Postage & Software Licences).

General Expenses - Exceptional Items

HB101

Since 2020/21 an additional cost centre was created to account for additional costs arising due to the Covid pandemic. Whilst these costs were not budgeted, during 2020/21 and 2021/22 they were funded from emergency government funding, specific grants, new burdens funding and from the council's contingency budget. Any remaining funding will be carried forward to 2022/23 to fund any ongoing costs relating to the pandemic.

GENERAL EXPENSES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	60	0	60
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	78	0	78
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure above the line	138	0	138

Audit fees, bank charges

HB220

Purpose:

- **Audit Fees:**

Fees of the Council's external auditor, Ernst & Young LLP, in relation to their audit of the Council Financial Statements, other information included in those statements, the Council's arrangements for securing economy, efficiency and effectiveness and their audit of the Housing Benefit subsidy claim.

- **Bank Charges:**

Various fees associated with the council's banking arrangements including bank charges, merchant charges and other card fees.

AUDIT FEES, BANK CHARGES	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	181	0	181
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(35)	(35)
Net Expenditure above the line	181	(35)	146

Apprenticeship Levy

HP100

Purposes:

All UK employers with a pay bill over £3 million each year, are required to pay an apprenticeship levy from 6 April 2017. The levy is reported and paid to HMRC through the PAYE system. The Apprenticeship Levy is charged at 0.5% of our annual pay bill.

The levy will help to deliver new apprenticeships and it will support quality training by putting employers at the centre of the system. Employers who are committed to training will be able to get back more than they put in by training sufficient numbers of apprentices.

APPRENTICESHIP LEVY	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	31	0	31
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	0	0	0
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure above the line	31	0	31

Central contingency

HP200

Purpose:

This is a centrally held budget used to pay for any unexpected “one-off” costs that are incurred during the year, that are outside the control of managers and could not have been reasonably budgeted for at the time of setting the revenue budget. As this resource is limited, it is only to be used in exceptional circumstances.

CENTRAL CONTINGENCY	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	300	0	300
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure above the line	300	0	300

Minimum Revenue Provision

HP300

Purposes:

Under regulation 27 of The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, the council must charge the general fund for each financial year a Minimum Revenue Provision (MRP) to account for the cost of debt (in relation to capital expenditure) as at that financial year.

This sum has been allowed for within the existing revenue budget and has been set at a level to ensure that all historic unfinanced capital expenditure is written down over a period that is commensurate with the life of the assets to which it relates.

MINIMUM REVENUE PROVISION	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	482	0	482
Transport	0	0	0
Supplies and Services	0	0	0
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	0	0
Net Expenditure above the line	482	0	482

Investment Income

HP500

Purposes:

This budget contains investment returns generated from the council's cash balances.

The council's investment priorities are to ensure:

- (a) the security of capital;
- (b) the liquidity of its investments; and
- (c) the yield.

The council will also aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity. The risk appetite of this council is generally low in order to give priority to security of our investments.

Year	Average Investment Balance £'000	Investment Income earned £'000	Return
2017/18	52,000	280	0.54%
2018/19	55,900	567	0.94%
2019/20	61,900	848	1.94%
2020/21	69,290	667	0.70%
2021/22 Forecast	78,089	446	0.57%
2022/23 Budget	52,250	400	0.77%

INVESTMENT INCOME	GROSS EXPENDITURE £'000	GROSS INCOME £'000	NET BUDGET £'000
Employees	0	0	0
Premises and Related	0	0	0
Transport	0	0	0
Supplies and Services	0	0	0
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	(400)	(400)
Net Expenditure above the line	0	(400)	(400)

The Council's Capital Budget

The CIPFA Prudential Code provides the framework for the council's capital investment. It requires the council to make reasonable estimates of the total of capital expenditure that it plans to incur during the forthcoming financial year and at least the following two financial years. When setting its capital programme, the council must have regard to:

- The council's service objectives;
- Stewardship of the council's assets;
- Value for money offered by the plans;
- Prudence and sustainability;
- Affordability of its plans;
- The practicality of the capital expenditure plan.

The council's Capital Strategy and the Prudential Code require that the council has a clear plan for its capital expenditure in the medium term, as well as ensuring that the revenue implications of any capital programme are also budgeted.

The capital programme is funded from a mix of capital and revenue reserves, specific grant funding, developer contributions (S106 and CIL) and prudential borrowing. However funding decisions, in particular in relation to borrowing, will be taken as part of the individual project appraisals and the most appropriate funding source will be applied.

The adoption of this four year capital budget and the critical review of capital bids by the Asset Management Panel (AMP) supports the achievement of the council's strategic objectives, and timely decisions made by full council prior to the start of the new financial year 2022/23 will enable officers to plan for expenditure, enabling good cash flow management and effective monitoring of capital expenditure versus budget.

The capital programme identifies schemes that have been approved by the council.

Major capital projects in the programme include:

- Elstree Film Studios new sound stages and workshops;
- Meadow Park development;
- Development sites at Orchard Close and St John's Church and Hall;
- Disabled Facilities Grants.

Capital Programme 2021/22 – 2024/25

PROJECT CODE	4 YEAR CAPITAL ESTIMATES					FUNDING SOURCES									
	2021/22	2022/23	2023/24	2025/26	Total 4 Year Estimate plus current year	Capital Receipts	Disabled Facilities Grant	Earmarked Reserves	Housing Enabling Fund	Innovation and Investment Fund	Revenue Contribution	Loan	Grants	CIL / S106	Total 4 Year Funding Sources
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
ASSET MANAGEMENT	23,326	581	10	0	23,917	3,512		727	31	301	199	9,600	4,716	4,831	23,917
DEVELOPMENT COMPANY	303	0	0	0	303	0	0	0	0	303	0	0	0	0	303
PLANNING & ECONOMIC DEVELOPMENT	386	250	0	0	636	0	0	0	0	0	0	0	0	636	636
ENVIRONMENTAL HEALTH	1,540	775	750	749	3,814	0	3,613	25	0	0	176	0	0	0	3,814
HOUSING & PARTNERSHIPS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STREET SCENE SERVICES	2,598	1,811	939	0	5,348	0	0	3,714	0	0	0	0	0	1,634	5,348
FINANCE AND BUSINESS SERVICES	109	70	0	0	179	0	0	179	0	0	0	0	0	0	179
HUMAN RESOURCES & CUSTOMER SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL FOUR YEAR CAPITAL ESTIMATES	28,262	3,487	1,699	749	34,197	3,512	3,613	4,645	31	604	375	9,600	4,716	7,101	34,197

Asset Management

Project Code	Capital Scheme Description	4 YEAR CAPITAL ESTIMATES					FUNDING SOURCES										
		2021/22	2022/23	2023/24	2024/25	Total 4 Year Budget	Capital Receipts	Disabled Facilities Grant	Earmarked Reserves	Housing Enabling Fund	Innovation and Investing Fund	Revenue Contribution	Loan	Grants	CIL / S106	Total 4 Year Funding Sources	
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
HV108	Refurbishment of lock-up garages	298	85	0	0	383	383	0	0	0	0	0	0	0	0	0	383
HV171	Works to Council Owned Shops	174	0	0	0	174	174	0	0	0	0	0	0	0	0	0	174
HV215	St Johns Church	2,982	107	10	0	3,099	0	0	0	0	0	0	0	0	0	3,099	3,099
HV224	Crown Road	100	0	0	0	100	100	0	0	0	0	0	0	0	0	0	100
HV225	111 Strafford Gate - CPO	31	0	0	0	31	0	0	0	31	0	0	0	0	0	0	31
HV238	Civic Offices Car Park Decking	2,575	0	0	0	2,575	2,575	0	0	0	0	0	0	0	0	0	2,575
HV239	Window Replacement and Loft Insulation	185	0	0	0	185	185	0	0	0	0	0	0	0	0	0	185
HV240	Orchard Close	1,688	44	0	0	1,732	0	0	0	0	0	0	0	0	0	1,732	1,732
HV243	Purchase of Vehicle	73	0	0	0	73	0	0	73	0	0	0	0	0	0	0	73
HV255	Elstree Studios New Sound Stages and Workshop	14,316	0	0	0	14,316	0	0	0	0	0	0	9,600	4,716	0	0	14,316
HV265	Elstree Studios Ancillary Block Roof	300	10	0	0	310	0	0	310	0	0	0	0	0	0	0	310
	Replacement Meeting Rooms Civic Offices	95	0	0	0	95	0	0	0	0	95	0	0	0	0	0	95
	Elstree Studios Replacement Stage Doors 7,8 & 9	9	0	0	0	9	0	0	9	0	0	0	0	0	0	0	9

Asset Management (cont)

Project Code	Capital Scheme Description	4 YEAR CAPITAL ESTIMATES					FUNDING SOURCES									
		2021/22	2022/23	2023/24	2024/25	Total 4 Year Budget	Capital Receipts	Disabled Facilities Grant	Earmarked Reserves	Housing Enabling Fund	Innovation and Investing Fund	Revenue Contribution	Internal Borrowing	Grants	CIL / S106	Total 4 Year Funding Sources
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	Bournehall Avenue Roof & Walkway Repairs	0	100	0	0	100	0	0	100	0	0	0	0	0	0	100
	Forklift Truck Replacement	0	15	0	0	15	0	0	15	0	0	0	0	0	0	15
	Elstree Film Studios – Maxwell Building Façade	0	220	0	0	220	0	0	220	0	0	0	0	0	0	220
Sub-Total Asset Management – Capitalised Projects		22,826	581	10	0	23,417	3,417	0	727	31	95	0	9,600	4,716	4,831	23,417
HV170, HV213, HV214, HV242	Development Sites Feasibility Studies	130	0	0	0	130	0	0	0	0	130	0	0	0	0	130
HV212	Civic Offices Extension	76	0	0	0	76	0	0	0	0	76	0	0	0	0	76
HV231	Croxdale Road & Rossington Ave Roof	95	0	0	0	95	95	0	0	0	0	0	0	0	0	95
	Elstree Studios Replacement Stage Doors 7, 8 & 9	199	0	0	0	199	0	0	0	0	0	199	0	0	0	199
Sub-Total Asset Management – Non-Capitalised Projects		500	0	0	0	500	95	0	0	0	206	199	0	0	0	500
TOTAL Asset Management		23,326	581	10	0	23,917	3,512	0	727	31	301	199	9,600	4,716	4,831	23,917

Hertsmere Development Ltd

Project Code	Capital Scheme Description	4 YEAR CAPITAL ESTIMATES					FUNDING SOURCES									
		2021/22	2022/23	2023/24	2024/25	Total 4 Year Budget	Capital Receipts	Disabled Facilities Grant	Earmarked Reserves	Housing Enabling Fund	Innovation and Investing Fund	Revenue Contribution	Internal Borrowing	Grants	CIL / S106	Total 4 Year Funding Sources
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
HV206	Working Capital Loan Herts Dev Ltd	303	0	0	0	303	0	0	0	0	303	0	0	0	0	303
TOTAL Hertsmere Developments Ltd		303	0	0	0	303	0	0	0	0	303	0	0	0	0	303

Planning & Economic Development

Project Code	4 YEAR CAPITAL ESTIMATES						FUNDING SOURCES									
	Capital Scheme Description	2021/22	2022/23	2023/24	2024/25	Total 4 Year Budget	Capital Receipts	Disabled Facilities Grant	Earmarked Reserves	Housing Enabling Fund	Innovation and Investing Fund	Revenue Contribution	Internal Borrowing	Grants	CIL / S106	Total 4 Year Funding Sources
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
CIL	CIL Projects	357	0	0	0	357	0	0	0	0	0	0	0	0	357	648
HV256	Elstree Way Corridor Improvements	29	0	0	0	29	0	0	0	0	0	0	0	0	29	170
	Cycle Hire Scheme	0	250	0	0	250	0	0	0	0	0	0	0	0	250	250
TOTAL Planning & Economic Development		386	250	0	0	636	0	0	0	0	0	0	0	0	636	636

Environmental Health

Project Code	Capital Scheme Description	4 YEAR CAPITAL ESTIMATES					FUNDING SOURCES									
		2021/22	2022/23	2023/24	2024/25	Total 4 Year Budget	Capital Receipts	Disabled Facilities Grant	Earmarked Reserves	Housing Enabling Fund	Innovation and Investing Fund	Revenue Contribution	Internal Borrowing	Grants	CIL / S106	Total 4 Year Funding Sources
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	Purchase of New Vehicle	0	25	0	0	25	0	0	25	0	0	0	0	0	0	25
Sub-Total Environmental Health – Non-Capitalised Projects		0	25	0	0	25	0	0	25	0	0	0	0	0	0	25
HV162	Disabled Facilities Grant (DFG)	1,540	750	750	749	3,789	0	3,613	0	0	0	176	0	0	0	3,789
Sub-Total Environmental Health – Non-Capitalised Projects		1,540	750	750	749	3,789	0	3,613	0	0	0	176	0	0	0	3,789
TOTAL Environmental Health		1,322	750	750	750	3,582	0	3,405	0	0	0	177	0	0	0	3,582

Housing & Partnerships

Project Code	4 YEAR CAPITAL ESTIMATES						FUNDING SOURCES									
	Capital Scheme Description	2021/22	2022/23	2023/24	2024/25	Total 4 Year Budget	Capital Receipts	Disabled Facilities Grant	Earmarked Reserves	Housing Enabling Fund	Innovation and Investing Fund	Revenue Contribution	Internal Borrowing	Grants	CIL / S106	Total 4 Year Funding Sources
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	None	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Street Scene Services

Project Code	Capital Scheme Description	4 YEAR CAPITAL ESTIMATES					FUNDING SOURCES									
		2021/22	2022/23	2023/24	2024/25	Total 4 Year Budget	Capital Receipts	Disabled Facilities Grant	Earmarked Reserves	Housing Enabling Fund	Innovation and Investing Fund	Revenue Contribution	Internal Borrowing	Grants	CIL / S106	Total 4 Year Funding Sources
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
HV211	Moatfield Greenway	32	0	0	0	32	0	0	0	0	0	0	0	0	32	32
HV226	Improvement Plans - Meadow Road Park	87	0	0	0	87	0	0	0	0	0	0	0	0	87	87
HV229	Meadow Park Phase II	1,350	0	0	0	1,350	0	0	650	0	0	0	0	0	700	1,350
HV164	Purchase of Street Scene Vehicles	1,129	1,276	559	0	2,964	0	0	2,964	0	0	0	0	0	0	2,964
	Allum Lane Cemetery Extension	0	210	380	0	590	0	0	0	0	0	0	0	0	590	590
	Furzefield Greenway	0	115	0	0	115	0	0	0	0	0	0	0	0	115	115
	Oakmere Lakeside Viewing Area and Retaining Wall	0	110	0	0	110	0	0	0	0	0	0	0	0	110	110
	Oakmere Toddler Play Area	0	100	0	0	100	0	0	100	0	0	0	0	0	0	100
TOTAL Street Scene Services		2,598	1,811	939	0	5,348	0	0	3,714	0	0	0	0	0	1,634	5,348

Finance & Business Services

Project Code	4 YEAR CAPITAL ESTIMATES						FUNDING SOURCES									
	Capital Scheme Description	2021/22	2022/23	2023/24	2024/25	Total 4 Year Budget	Capital Receipts	Disabled Facilities Grant	Earmarked Reserves	Housing Enabling Fund	Innovation and Investing Fund	Revenue Contribution	Internal Borrowing	Grants	CIL / S106	Total 4 Year Funding Sources
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
HV158	New Financial System	50	70	0	0	120	0	0	120	0	0	0	0	0	0	120
HV175	IT Desktop Devices	44	0	0	0	44	0	0	44	0	0	0	0	0	0	44
	Mitel Telephone Support Contract	15	0	0	0	15	0	0	15	0	0	0	0	0	0	15
TOTAL Finance and Business Services		109	70	0	0	179	0	0	179	0	0	0	0	0	0	179

Human Resources and Customer Services

Project Code	4 YEAR CAPITAL ESTIMATES						FUNDING SOURCES									
	Capital Scheme Description	2021/22	2022/23	2023/24	2024/25	Total 4 Year Budget	Capital Receipts	Disabled Facilities Grant	Earmarked Reserves	Housing Enabling Fund	Innovation and Investing Fund	Revenue Contribution	Internal Borrowing	Grants	CIL / S106	Total 4 Year Funding Sources
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	None	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL Human Resources and Customer Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0