



# Strategic Planning & Environment

## Overview & Scrutiny

### Agenda

**WEDNESDAY 1 FEBRUARY 2023 AT 7.30 PM**

#### **Conference Room 2 - The Forum**

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

#### Membership

Councillor Beauchamp  
Councillor England  
Councillor Foster  
Councillor Harden (Chairman)  
Councillor P Hearn  
Councillor Riddick  
Councillor Rogers (Vice-Chairman)

Councillor Stevens  
Councillor R Sutton  
Councillor Taylor  
Councillor Timmis  
Councillor Wilkie  
Councillor C Wyatt-Lowe

For further information, please contact Corporate and Democratic Support or 01442 228209

### **AGENDA**

1. **MINUTES** (Pages 3 - 13)  
To agree the minutes of the previous meeting.
2. **APOLOGIES FOR ABSENCE**  
To receive any apologies for absence.
3. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest.
4. **PUBLIC PARTICIPATION**
5. **CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN RELATION TO CALL-IN**
6. **ACTION POINTS FROM THE PREVIOUS MEETING** (Pages 14 - 17)

7. **JOINT BUDGET** (Pages 18 - 27)
8. **Q3 FINANCIAL MONITORING REPORT** (Pages 28 - 41)
9. **AIR QUALITY MANAGEMENT AREAS AND AIR QUALITY ACTION PLAN UPDATE**  
(Pages 42 - 56)
10. **RELEASE OF CORE CIL SPENDING** (Pages 57 - 86)
11. **KEY PERFORMANCE INDICATOR UPDATE** (Pages 87 - 107)
12. **EXCLUSION OF THE PUBLIC**

The report contains information relating to a proposed restructure which affects current employees of the Council (Schedule 12 A Local Government Act 1972 Part 4)

13. **PLACE, COMMUNITIES AND ENTERPRISE RESTRUCTURE** (Pages 108 - 123)
14. **WORK PROGRAMME** (Pages 124 - 125)

## MINUTES

### Dacorum Borough Council

#### Strategic Planning and Environment Tuesday 10<sup>th</sup> January 2023

#### **Councillors:**

Neil Harden (Chair)  
Mark Rogers (Vice-Chair)  
Jane Timmis  
Garrick Stevens  
Adrian England  
Stewart Riddick  
Rob Beauchamp  
Sheron Wilkie  
Rosie Sutton  
Penny Hearn  
Nigel Taylor

Also in attendance: Julie Banks (Cllr)

#### **Officers: (6)**

Alex Robinson – Assistant Director Planning  
Emma Walker – Head of Environmental and Community Protection  
Sarah Stefano – Environmental Team Leader  
Rebecca Connolly – Environmental Lead Officer  
Claire Covington – Strategic Planning and Regeneration Assistant Team Leader

#### **1 MINUTES**

It was noted that Cllr Wyatt-Lowe was present at the previous meeting and was then seconded to another meeting and should therefore be recorded as present.

The minutes of the previous meeting were formally approved as an accurate record, subject to the agreed amendment.

#### **2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from, Councillor Anderson, Councillor Wyatt-Lowe and Cllr Foster

#### **3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **4 PUBLIC PARTICIPATION**

There was no public participation.

## **5 CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN RELATION TO A CALL-IN**

None.

## **6 ACTION POINTS FROM THE PREVIOUS MEETING**

The actions from the previous meeting were noted, LFowell to chase officers on any outstanding actions.

## **7 FOOD SERVICE RECOVERY PLAN**

SStefano took the paper as read and provided an overview of the report, noting that the Food Standards Agency has provided a roadmap for recovery for all local authorities post-Covid and requires that the food service plan be suitably approved. The service plan is to ensure that DBC meets the framework requirements and resources are allocated. Priorities changed in early 2022 and resources that were diverted to the pandemic have now returned to the team, and the team will continue to follow the Covid recovery guidance issued by the Food Standards Agency. The guidance covers the period from 1st July 2021 to 2023-24. There is a small level of uncertainty regarding the ongoing impact of Covid-19 and objectives may need to change throughout the year, though the food team is generally returning to business as usual on food controls rather than focusing on recovery.

SStefano advised that the team continues to meet or exceed the timeframes for objectives within the recovery plan and asked approval from the Committee on the continued use of the Food Standards Agency Covid-19 Recovery Plan to guide the work of the Food Safety team, as detailed in the Food Service Recovery Plan.

A comment was raised regarding Covid-19 as detailed on page 12 of the report and what requirements are missing from the Food Safety Service Authority Recovery Plan by continuing with the Covid-19 Local Authority Recovery Plan, and if this includes the hygiene safety certification of the businesses providing food services to the public. SStefano advised that they are now in the position where they are exceeding the recovery plan and are now fully staffed in the Food Safety team. SStefano continued that they are using containment outbreak management funding to fund additional contractors to assist with inspections. The report was written in June 2022 and the service has moved on considerably, and SStefano confirmed that they are looking to return to business as usual as early as June 2023. If a complaint is received, this will be followed up in the usual manner, and all A, B and C premises are prioritised for inspection due to their higher risk, and D premises are being inspected where possible. With regards to the impact to public health, SStefano advised that the situation is being managed well, particularly in comparison to other local authorities.

In response to a question regarding the Food Hygiene Rating, SStefano confirmed that they follow the Food Hygiene Rating Scheme and that these inspections are continuing.

A question was asked on if there is a proactive programme to re-test existing businesses given that many businesses have changed during Covid. SStefano explained that whilst they are working towards the Recovery Plan, they are still running their usual regime alongside, though they are slightly behind. There is no expectation in the Recovery Plan for D-rated premises to be inspected, though they are still being inspected. On re-testing premises, it was noted that businesses would need to re-register and they would be inspected when their inspection is due. SStefano confirmed that the legal requirement is for the business to register 28 days before trading.

The Chair referred to paragraph 2.8 in the report and queried the statement that they would be following the Covid-19 Local Recovery Plan instead of the full Food Safety Plan. SStefano explained that each premises inspected will receive an intervention rating based on risk with A-rated premises inspected every 6 months and D-rated every 2 years. The FSA have set certain timelines that have to be met and the team is working towards these in parallel.

Cllr Stevens commented on the Recovery Plan on page 16 of the report and asked for examples for the different categories detailed. SStefano advised that category A could be a very good manufacturer with high-risk processes or a premises that is non-compliant. Category B could be a premises that is non-compliant, such as not having a food safety management system, and a premises that has good compliance but serves food to a vulnerable group, thereby increasing the need for inspection. C-rated premises are typically cafes or kebab shops, with D-rated premises being typically schools and larger supermarkets.

Cllr Riddick referred to item 2.5 on page 12 of the report regarding the Covid-19 impact on the food service recovery plan and the comment that objectives have not been fully met due to the diversion of resources to help the council with the Covid-19 response. Cllr Riddick noted his concerns that if the report is not accepted then there would be serious problems and asked how they would ensure there are the resources to address the issues. SStefano advised that progress has been made since the report was written and they now have a full team as well as additional contractors. SStefano noted that they are focusing on more higher-risk premises that are registering with the council, which may mean they are not visiting lower-risk premises.

Cllr Riddick noted that a number of complaints have reduced as members of the public tend to take their complaints to the manufacturers and advised that this doesn't help address the issue. It was advised that some issues are with the manufacturer and would therefore need to be handled by them.

A question was asked on if the team carries out any sampling of food. SStefano confirmed that DBC handle hygiene and that HCC Trading Standards handle food standards. HCC have a team that will randomly sample premises to check the quality of food. If DBC receive complaints then they will liaise with the HCC team to then follow up.

Cllr Timmis queried how markets are checked. SStefano advised that this would depend on if the business is registered with DBC as food businesses will typically register where they live. The team will follow-up on complaints and are looking to return to more proactive inspections at events, though the current focus is on fixed premises and stalls that are registered with DBC. It was also noted that there is communication between local authorities to follow-up on any concerns.

The Chair asked what the offence is if a business does not register with the local authority. SStefano stated that a graduated approach is taken with the first step being to advise and educate. If a business continues to not comply then this will be graduated up to more formal action.

In response to a question on farmers' markets, SStefano noted that these are usually treated in the same ways as mobile traders. For farmers' markets that take place in community centres, if the organiser has registered as a fixed premises then they are likely to fall under the inspection regime.

Cllr Riddick referred to page 16 of the report and the comment that urgent reactive food safety work will increase as restrictions in the hospitality sector are lifted and that a number of revisits have been undertaken. On the increased activity, SStefano advised that they have received service complaints from customers, such as pests being present in premises. It was noted that this is a national issue. EWalker advised that they have struggled in previous years to find fully qualified environmental health officers, though the team is currently fully staffed and they are also working with three consultants to assist with the backlog. EWalker stated that the team is in a strong position and she noted her optimism on being able to deliver the service plan.

Cllr Riddick commented that the report suggests only one member of staff has received specialist training. SStefano confirmed that all staff have to do relevant training to ensure they are up to date and comply with the competency framework in the Food Law Code of Practice. Cllr Riddick asked if officers receiving additional training were doing it during their own time or were being released from work to do so. EWalker confirmed that there is department training where staff are on day release, and other training is completed in their own time whether they are studying for their Bachelors or Masters degree. On CPD training, 20 hours per year is completed in work time as this is required for the role and staff can't prove their food competency without it. SStefano added that they will ensure the service is fully covered when people are undergoing training.

Cllr Rogers commented on online food ordering, noting page 31 of the report and the increased pressure on the team due to the FHRs qualification rating requirement. SStefano stated that if a premises receives a low score then this will put pressure on the team as the premises may appeal the rating or apply for a re-score revisit, which has to be completed within 3 months. SStefano confirmed that they will only carry out a revisit if they are satisfied that the work has been undertaken to comply with the legislation. It was confirmed that premises have to pay £185 for a re-score revisit.

Cllr Rogers noted the 213 new applicants and asked how long they can trade without being approved by the team. SStefano stated that applicants should register 28 days before they trade and that the team should visit them within a 28-day or 6-week period, and whilst this is not happening for all applicants, it is for high-risk premises and the aim is to bring this back for all businesses. It was noted that, with Covid-19 and now the cost-of-living crisis, people are looking to diversify and the team is therefore seeing an increase in home catering.

The Chair asked if all complaints are responded to. SStefano confirmed that the complaint would be risk-rated.

Cllr Riddick referred to page 38 of the report and the table regarding the enforcement action taken in 2021-22. Cllr Riddick noted that 247 written warnings were issued and asked if these were followed up. SStefano advised that it will depend on the nature of the warning and that compliance revisits are typically carried out when a premises scores less than 3. EWalker added that premises that score higher tend to be more responsive.

EWalker, SStefano and RConnolly left the meeting.

## **8 BIODIVERSITY NET GAIN SPD**

ARobinson took the report as read and presented an overview of the paper. The paper seeks to update members on work in the planning department to ready itself for the Environment Act biodiversity net gains and also set out a number of opportunities for discussion. The paper was originally intended to be a formal supplementary planning document before the biodiversity net gain became mandatory. Given that the window of

opportunity is closing, it was proposed that they do not pursue with a formal SPD and instead dedicate resources to getting operational items ready. It was noted that the work was still suitable for scrutiny as the department will be looking at items over and above the mandatory requirements.

Cllr Timmis first referred to item 1.2, bullet point 4, on page 59 regarding the net gain being delivered onsite, offsite or via statutory biodiversity credits. Cllr Timmis commented that it appears to be offsetting and asked what credits are in this case, stating that the net gain should be more closely related. Cllr Timmis queried who decides the biodiversity level.

ARobinson explained that when the biodiversity net gain becomes mandatory, all development will have to deliver 10% net gain above the existing base. An assessment will be conducted on the biodiversity of the site, which will then become a credit, and a developer will need to provide a number of credits of biodiversity to offset their development. As part of the planning application, the developer will need to find the additional biodiversity credits, and whilst this would ideally be via the site itself, the system does also allow for offsetting to take place. If the developer is unable to do this then the local authority can provide a local system of sites, which DBC doesn't currently have, or they can be provided by a third party. If this is not possible then payment will be provided to government to deliver the biodiversity elsewhere.

Cllr Timmis challenged the delivery of biodiversity elsewhere as it will not have any impact on the local area, adding that there is currently no description of what biodiversity currently means.

ARobinson advised that the legislation is seeking to deliver a net improvement in biodiversity and that the system is in place to help quantify this.

Cllr Timmis commented on SANGs, noting that these are to offer recreational leisure facilities and that unless they can fence some of this off then the impact of human beings will mean less opportunity for biodiversity. ARobinson advised that the SANG provision is in addition to biodiversity net gains and can't be double-counted. Dacorum can have significant amounts of recreation space as well as the requirement for biodiversity net gains and they should therefore have more open spaces compared to other local authorities. CCovington added that the biodiversity net gain will need to show additionality, though they are waiting for more advice from the government on how to combine elements.

CCovington referred to Cllr Timmis' earlier comment on offsite, onsite and statutory biodiversity credits, noting that there is a proximity principle that applies and that onsite will be considered first and will have a higher value.

Cllr Timmis commented on 2.7 and asked for clarification on habitat banks. CCovington explained that this is when a landowner decides to create habitat units in advance and have them ready to sell to developers.

The Chair asked if there is a standard measure for a credit. CCovington advised that Natural England have devised the biodiversity metric calculator and this will be used nationally. It is a complicated calculation and considers different habitat types. Different types of habitat

have different values, with areas such as woodland having more value than modified grassland. Habitat units must be of the type on the development site or higher and can't be traded down. There is a cost associated with units and HCC advise on what this cost should be.

The Chair noted that the developer would be determining how much credit is required and asked if they would need to research this with Natural England. ARobinson explained that developers will need to undertake an assessment of their site to determine its biodiversity value and they will use the Natural England calculator to establish this. Developers can then see what additional work they need to do onsite, and if this can't be done onsite then they will look at other solutions. Whilst the developer will collect the evidence, Natural England will then provide the direction on what action developers need to take.

Cllr Timmis commented on the impact of land being built on. ARobinson advised that the biodiversity net gains are a small piece of a much bigger planning assessment and a developer would have to develop that the loss of a particular species would be mitigated with additional legal processes to demonstrate that protected species will continue to be protected.

Cllr Stevens referred to 2.7.3 and the national statutory credit, asking if the +10% is from day one or is expected to grow over time. ARobinson confirmed that the 10% will need to be secured at the point of planning permission and should be assessed when the application is being considered so it would then be locked in. On whether the 10% would be achieved from day one, ARobinson suggested that the 10% would be quantified at the end of implementation and should be achieved over the course of 30 years.

Cllr Stevens asked who would audit the developer's plan for a 10% gain. ARobinson confirmed they have an agreement with HCC who provide ecological support and they will look to extend this to ensure it covers biodiversity net gains. Cllr Stevens queried if HCC have the capacity to support this. ARobinson acknowledged that resourcing is a wider issue given the new legislative requirements coming in and that they are now in the process of building up the capacity with the county to ensure the correct resources are in place. ARobinson confirmed that DBC will be providing a financial contribution to ensure the resources are ready.

Cllr Beauchamp asked if biodiversity net gains will apply to all developments. ARobinson advised that it will cover most developments, though there is a threshold, which will be provided to the Committee. CCovington stated that there would be some exemptions, though these are yet to be confirmed by government and may include brownfield sites.

Cllr Banks asked if local residents or members would be able to challenge the developer's application for credits. ARobinson confirmed that the planning application process remains unchanged and that any information provided by the developer can be challenged.

Cllr Wilkie agreed with the recommendation to not proceed with an SPD.



Cllr Wilkie commented on delivery of the 10% taking place over a 30-year period and asked how this would be monitored. Cllr Wilkie also noted that some local authorities may be looking at 20% and asked if DBC are also considering this.

ARobinson advised that there is an opportunity for DBC to look at going above the 10% and that will be the next stage of the local plan. If members feel they should go above and beyond the 10%, this can be secured as part of the local plan, though there will be practicality issues in achieving 20%. With regards to monitoring delivery, ARobinson explained that the council confirms a commitment to deliver the 10% uplift and it will be checked when the 10% needs to be delivered, though it should be within a realistic period of time with strict timescales for delivery. CCovington added that, before commencement, the developer will have to have their biodiversity net gain management plan approved, which will set out how the site will be managed, maintained and monitored. The provider of the habitat units will be expected to provide periodic reports on implementation and the monitoring of this will be discussed with HCC.

Cllr Wilkie asked if it is the developer's responsibility to monitor biodiversity. CCovington confirmed that whoever the developer has entered into the Section 106 agreement to provide the habitat unit will need to provide the data.

Cllr Wilkie referred to the CSG and noted that they would not have the same responsibilities and asked if this would stop biodiversity efforts. CCovington stated that she would expect it to continue in parallel, though the initiatives may not qualify as a habitat unit due to the dual use of spaces.

A question was raised on SANG being double-counted. CCovington advised that it could be counted if additionality can be demonstrated and that a habitat can be secured for 30 years for that purpose.

The risk of companies going out of business during the 30-year period was noted. ARobinson advised that as the management plans will be secured through the Section 106 agreement, this will run with the land, and if a developer goes out of business then the obligation will be transferred to the subsequent owner of the property.

On the payment of credits, ARobinson advised that they would expect money to be paid upfront and that a deferred payment plan would not be accepted.

Cllr Riddick suggested that developers should identify and secure credits required to support planning applications and that it should not be submitted until this has been done. ARobinson noted that whilst some planning policies are negotiable, biodiversity net gain is mandatory and developers should meet the legal requirement before submitting an application. ARobinson stated that they need to look at how to prepare themselves for this and whether applications should not be validated if the net gain is not demonstrated. Developers are aware of the requirement and it is expected that the majority will ensure the net gains are demonstrated before submitting their applications.

Cllr Riddick queried if the requirement would help reduce predatory or particularly large applications. ARobinson advised that most speculative applications do include the net gain,

noting that it is easier to complete on a larger strategic site due to the additional space. ARobinson noted that there is concern amongst developers as very few local authorities have land to offer up for this, meaning that if credits can't be offered onsite then developers will need to pay.

Cllr Taylor referred to comments on working with HCC and asked how they can ensure that they will deliver on these obligations given current resourcing issues. ARobinson stated that they could look at an in-house or external resource as well as the role that HCC can play given that they have an existing team in place. Other authorities are stating that they are looking at HCC to provide this resource and they will ensure there are robust plans in place to ensure that HCC can manage staff leaving or a drop in performance.

Cllr Timmis noted that HCC are required to comment on planning applications and suggested that they have not provided greenfield site measurements. ARobinson acknowledged the issues with previous applications and advised that the system being developed is a national system, and whilst local authorities will be required to assess sites, planning officers will rely on expert ecologists to assist with this and a good service is expected. If it is felt that the service being provided is not satisfactory then this should be raised and DBC need to ensure whoever is undertaking the assessment is thoroughly checking the developer's work.

The Committee noted the report.

ACTION: ARobinson to provide Committee with threshold for which developments biodiversity net gains applies to.

ACTION: ARobinson to check timelines for 10% uplift delivery.

## **9 SKILLS AND APPRENTICESHIPS SUPPLEMENTARY PLANNING DOCUMENT**

ARobinson referred to the draft Employment and Skills Planning document, noting that the consultation has now taken place with comments received and that the document has now been revised. The report is now in for final review before going to Cabinet and Council for adoption. Once in place, the document will require developers to provide social value strategies and will be required to put in place a number of measures around skills and apprenticeships for local people to access training and employment opportunities.

The Chair referred to 3.7 and policy CS14 that sufficient land will be allocated to accommodate growth in the economy of approximately 10,000 jobs between 2006 and 2031. The Chair noted that Hemel Garden Communities also states the potential to create 10,000 jobs and queried if there would be over 10,000 jobs by 2031. ARobinson advised that the policy was adopted in 2011-12 and was the trajectory at this point in time with Hemel Garden Communities coming in later. ARobinson suggested that there would be an overlap in the

numbers and it was unlikely that a further 10,000 jobs would be created on top of those within the core strategy and agreed to look into the numbers further.

Cllr Taylor asked for further information on what types of work the 10,000 jobs would cover. ARobinson advised that the SPD will not create 10,000 jobs and stated that they will compel developers of developments of over 30 dwellings to provide training and apprenticeships. The reference to 10,000 is regarding a broader target across all sectors.

Cllr Taylor queried how many dwellings will be affordable for those in the jobs created. ARobinson stated that housing affordability sits outside the SPD, though there is a policy for 30% affordable housing and DBC is looking at a new affordable housing policy as part of the local plan. The standalone requirement to provide affordable homes is separate to the SPD. Cllr Taylor suggested that they look at how the two areas could work together in future. ARobinson agreed that the local plan should look at employment, housing and affordability to ensure that objectives are being balanced correctly.

Cllr Taylor recommended that a context diagram be created to demonstrate the different policies and how they are connected to allow for further discussion.

On job creation, ARobinson advised that the developer will discuss with DBC what opportunities they can offer. For residential developments, opportunities are likely to be mainly in construction. For commercial operations, there will be potential opportunities for ongoing employment and DBC will work with the developer on what opportunities they would like to see.

Cllr Stevens commented that he did not feel this would be well received by developer industries and that developers will require skilled people to be able to proceed.

The Chair asked if all local authorities are completing SPDs to do their local plans.

ARobinson advised that a number of local authorities develop SPDs, though they are not required to develop a local plan, and they are completed to help provide additional guidance and ensure that developers are giving the best possible products to Dacorum.

The Chair asked if a neighbouring authority not having an SPD would be an easier development scenario compared to Dacorum. ARobinson said it was unlikely that a developer would make an investment decision on the basis of an SPD.

ARobinson advised that there is a national shortage in construction skills and therefore a number of developers already have initiatives in place. The SPD highlights that Dacorum expects the scheme to be in line with what is required in the area and that DBC wants more influence on the types of training and apprenticeship programmes on offer. The Chair suggested that a developer would naturally look at where to locally acquire skills and asked why DBC was involved in the process. ARobinson stated that it would depend on how proactive they want to be and that they would risk there being an unmet need in the area.

Cllr Stevens commented on section 5.6 and 5.7 on page 91 of the report and suggested that they are adding another burden on developers. ARobinson explained that the council will

appoint a delivery partner who will talk to developers to secure skills and apprenticeships and developing the strategy, noting that they would need to look at whether this will be a DBC employee or an external delivery partner.

Cllr Stevens noted that companies have been set up to procure apprenticeships and fail to deliver and asked how this would be avoided. ARobinson stated that if they go with an external partner then any contract would ensure there are clear delivery requirements to mitigate the risk of a contractual breach. ARobinson stated that the option of outsourcing this work is currently being considered.

Cllr Wilkie noted that the SPD includes residents who want to work but are unable to do so due to factors outside their control, such as disability, sickness or caring responsibilities, and asked if they could compel a developer to include these residents. ARobinson advised that they could not insist upon a percentage with developers and that the intention is particular needs would be discussed with the developer, such as opportunities for disabled or younger residents, though this will depend on when and where the development takes place.

Cllr Wilkie commented on delivery and asked what the consequences would be on developers not delivering on the agreed strategy. ARobinson explained that the developer will sign up to the 106 agreement, including the skills strategy, and if they are not complying the DBC will have the ability to enforce against this. The Section 106 agreement is standard in planning and there is a good monitoring system in place to monitor obligations. The monitoring will be an additional burden though it is hoped that delivery of this through existing systems can take place.

Cllr Beauchamp commented on article 4 directions and asked if they expected to expand this into more localised areas to allow those who have developed skills to continue to work locally. ARobinson confirmed that they regularly review article 4 directions though there are no immediate plans to roll out further article 4s at this stage as there is no current justification to do so and this will be reconsidered when necessary. Cllr Beauchamp commented on the loss of Amazon, to which ARobinson stated that the space could be repurposed by another company.

Cllr Timmis referred to the consultations and noted how impressed she was on how the consultation was publicised, though it received a low level of responses with 16 comments, of which 8 stated that they had no specific comments to make. ARobinson confirmed that the consultation was much wider than this. Cllr Timmis acknowledged this and noted that there were only 16 respondents. Referring to the comments, Cllr Timmis asked how they would ensure jobs are offered across the whole of the borough and asked for further clarification on the response to the query regarding operational staged outcomes.

ARobinson acknowledged the lack of response and suggested that higher levels of responses tend to indicate a negative reaction, though it was disappointing that not many residents had chosen to engage.

Cllr Hearn noted the Dacorum Economic Recovery Plan, which was given approval by Cabinet in October, and asked how this is developing. ARobinson advised that he is not in charge of the recovery plan and could ask for an update.

The Chair stated that he was unsure on the next steps and that this was not covered in the report. ARobinson noted that they are still undecided on whether the service will be offered in-house, noting that doing so would allow them to have control of the process and ensure direct interaction, however there isn't an identified resource that is trained in this area. It will take time to build up the funds to train and pay a member of staff. An external resource would be ready from day one but the risk would be the loss of institutional memory. ARobinson confirmed that the SPD can be adopted, though they would like a full recommendation in place by the time it is taken to full Council. ARobinson noted that they could also look to hire an external consultant for a year whilst they build up their own internal capacity.

ACTION: ARobinson to look into policy CS14 and creation of 10,000 jobs alongside claim from Hemel Garden Communities of 10,000 jobs.

ACTION: ARobinson to request an update on the Dacorum Economic Recovery Plan.

## **10                      WORK PROGRAMME**

The Chair noted that an additional item may be added to the Work Programme.

There being no further business, the Chair closed the meeting at 21:28

**Strategic Planning & Environment OSC Action Points - Jan**

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<b>Date of meeting</b>	<b>Action point</b>	<b>Responsible officer</b>	<b>Date action completed</b>	<b>Response</b>
12 October 2022	HPeacock and MParr to check if prediction of 30,000 cars by 2030 includes development of local plan	H Peacock	30/12/22	LF sent to committee 01/12/22
12 October 2022	To circulate the outstanding debt figure.	A Robinson	31/10/22	LF sent to committee 31/10/22
8 Nov 2022	H Peacock to report back complaints figures. (complaints policy)	H peacock	14/11/22	LF sent to committee 01/12/22
8 Nov 2022	Richard Le Brun's team to contact Ashridge about dumping of green waste and invasive species	R Lebrun		Ongoing
6 Dec 2022	Further update on digitalisation to be included as part of the quarterly report.	A Robinson		To be completed on next report cycle
10 Jan 2023	ARobinson to provide Committee with threshold for which developments biodiversity net gains applies to	A Robinson	21/01/2023	In January 2022, Defra undertook a consultation on Biodiversity Net Gain Regulations and Implementation that sought views on the following: 'Proposals We are proposing to make the following exemptions using our regulation-making powers <ol style="list-style-type: none"> <li>1. developments impacting habitat areas below a 'de minimis' (minimal) threshold</li> <li>2. householder applications</li> <li>3. change of use applications</li> </ol>

				<p>We are also considering whether to make exemptions for the following:</p> <ul style="list-style-type: none"> <li>4. creation of biodiversity gain sites</li> <li>5. self-build and custom housebuilding</li> </ul> <p>And we are proposing to not apply the following exemptions, some of which were discussed in the previous net gain consultation:</p> <ul style="list-style-type: none"> <li>6. brownfield sites which meet set criteria</li> <li>7. temporary permissions</li> <li>8. developments for which permitted development rights are not applicable due to their location in conservation areas or national park'.</li> </ul> <p>The results of this consultation have not yet been released and a decision is still to be issued by Government on the thresholds and exemptions. This is expected to be included within secondary legislation.</p>
10 Jan 2023	A Robinson to check timelines for 10% uplift delivery	A Robinson	25/01/2023	There is no guidance on this within the information currently released by Government.
10 Jan 2023	A Robinson to look into policy CS14 and creation of 10,000 jobs alongside claim from Hemel Garden Communities of 10,000 jobs.	A Robinson	25/01/2023	<p>Information on the number of jobs created since the adoption of the Core Strategy (2013) is recorded annually in the Authority Monitoring Report (AMR).</p> <p>The 2020/21 AMR showed the net change in jobs from 2006-2020 to be in excess of 10,000 set out in CS14. This demonstrates that policy CS14 has been achieved and that the claim from Hemel Garden Communities of 10,000 jobs would be in addition.</p> <p>The following job numbers are extracted from the 2020/21 AMR:  <b>This shows a net increase in jobs since 2006, however there are some concerns over the accuracy of figures</b></p>

				<p>5.1 Core Strategy Policy CS14 proposes a net increase of 10,000 jobs in Dacorum over the plan period (2006-2031). This is an increase of approximately 15%. The jobs growth target was recommended by the Dacorum Employment Land Update 2011. This report forecast significant growth during the plan period of office jobs (+7,300) and non-B[1] jobs (+5,900), but a decline in industry and warehousing jobs (-3,400).</p> <p>5.2 Employee jobs<sup>[2]</sup> in the Borough fell during the 2008-2009 recession, but have recovered strongly since 2010 and are now well above pre-recession levels. Job numbers increased significantly by 26,000 between 2018 and 2019 (Table 5.1) and remained high in 2020. The overall increase since 2006 is 37,200 jobs. It means the Core Strategy's 2006-2031 jobs growth target has already been achieved. This is a very good performance given the length and depth of the recent recession. One reason for the strong jobs growth is the Council's proactive approach towards promoting economic development.</p> <p><b>Table 5.1: Employee jobs 2006-2020</b></p> <table border="1"> <thead> <tr> <th>2006</th> <th>2011</th> <th>2016</th> <th>2017</th> <th>2018</th> <th>20</th> </tr> </thead> <tbody> <tr> <td>58,800</td> <td>57,200</td> <td>68,000</td> <td>68,000</td> <td>69,000</td> <td>95</td> </tr> </tbody> </table> <p>Source: NOMIS Office for National Statistics (ONS). 2006 figures from the Annual Business Inquiry (ABI).</p> <p>5.3 The job growth figures should be treated with caution, although it is the best available for this purpose. As explained in Appendix A to the South West Hertfordshire Economic Study</p>	2006	2011	2016	2017	2018	20	58,800	57,200	68,000	68,000	69,000	95
2006	2011	2016	2017	2018	20											
58,800	57,200	68,000	68,000	69,000	95											

<sup>[1]</sup> Non-B jobs are jobs not within Use Classes B1 (business use), B2 (general industry) and B8 (storage and distribution).

<sup>[2]</sup> The number of employee jobs is defined as 'the number of jobs held by employees and excludes the self-employed, Government supported trainees and HM Forces



				<p>Update (2018), there are often inaccuracies in the data. In reality, it is most unlikely that job growth in Dacorum between 2018 and 2019 was anything like as high as indicated by Table 5.1.</p> <p>5.4 Services continue to dominate employee jobs by sector in the local economy (Table 5.2). However, the very high jobs figure for administration and support services (33,000) is almost certainly a substantial over-estimate, given that the 2018 figure for this sector was only 8,000 jobs. Other large sectors in Dacorum are retail; professional, scientific and technical; information and communication; education, health and social work; transport and storage; and information and communication. The role of knowledge-based industries is becoming more important in Dacorum, as it is nationally.</p>
10 Jan 2023	A Robinson to request an update on the Dacorum Economic Recovery Plan.	A Robinson	25/01/2023	Sent via email 25/01/2023



## Finance and Resources

### Overview and Scrutiny Committee

<b>Report for:</b>	Finance & Resources Overview and Scrutiny Committee
<b>Title of report:</b>	Draft Budget Preparation 2023/24
<b>Date:</b>	1 <sup>st</sup> February 2023
<b>Report on behalf of:</b>	Councillor Graeme Elliot, Portfolio Holder for Corporate and Commercial.
<b>Part:</b>	I
<b>If Part II, reason:</b>	N/A
<b>Appendices:</b>	Appendix A – General Fund Budget Summary 2023/24 Appendix B – General Fund Budget Summary by Committee 2023/24 Appendix C – Statement of Reserves Appendix D- HRA Revenue Budget Summary 2023/24 Appendix E- HRA Capital Programme Summary 2023/24-2027/28
<b>Background papers:</b>	Cabinet - Agenda item 7 <sup>th</sup> October 2022 - Medium Term Financial Strategy 2022/23 – 2026/27. Joint Budget Scrutiny – 6 <sup>th</sup> December 2022.
<b>Glossary of acronyms and any other abbreviations used in this report:</b>	GF – General Fund HRA – Housing Revenue Account MTFS – Medium Term Financial Strategy OSC – Overview and Scrutiny Committee RSG – Revenue Support Grant

#### Report Author / Responsible Officer

Nigel Howcutt, Chief Finance Officer

Fiona Jump Head of Financial Services



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<b>Corporate Priorities</b>	A clean, safe and enjoyable environment Building strong and vibrant communities Ensuring economic growth and prosperity Providing good quality affordable homes, in particular for those most in need
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	Ensuring efficient, effective and modern service delivery Climate and ecological emergency
<b>Wards affected</b>	All Wards
<b>Purpose of the report:</b>	To provide Members with an overview of proposed changes to the draft budget presented to Scrutiny in December 2022, and provide the opportunity to scrutinise and provide feedback to Cabinet.
<b>Recommendation (s) to the decision maker (s):</b>	That the Scrutiny Committee review and scrutinise the draft budget proposals for 2023/24 and provide feedback, to be considered by Cabinet, for each Committee's specific area of responsibility.
<b>Period for post policy/project review:</b>	The budget undergoes ongoing monitoring and review as part of the Corporate Financial monitoring processes. The Council's budget is revised at least annually.

**Introduction/Background:**

1. The purpose of this report is to present for scrutiny the additional proposed changes to the 2023/24 draft budget presented to scrutiny in December 2022.
2. The Joint budget scrutiny group will jointly scrutinise these budget proposals and will focus only on the proposed changes to the draft budget presented to Scrutiny in December.
3. The following appendices show the Dacorum Borough Council draft budget for 2023/24;

**Corporate view**

- Appendix A – General Fund Budget Summary 2022/23
- Appendix B – General Fund Budget Summary by Committee 2022/23

**Reserves**

- Appendix C – Statement of Earmarked Reserves

**HRA**

- Appendix D- HRA Revenue Budget Summary 2023/24
- Appendix E- HRA Capital Programme Summary 2023/24-2027/28

**Options and Proposals.**

**Changes to the 2023/24 budget proposals since December OSC meeting.**

4. Funding changes to the draft budgets published for the Joint OSC on 6th December 2022 are summarised in table 1 below, with more detail provided in paragraphs 5-12.

**Table 1: Changes to the DBC 2023/24 Budget Proposals.**

<b>Budget Gap, Joint OSC December 2022</b>	<b>0</b>
<b>Local Government Financial Settlement Changes</b>	
Continued Suspension of Negative RSG	(1,500k)
Additional New Homes Bonus	(270k)
New Minimum Funding Guarantee & Other Grant Changes	(900k)
Savings Efficiency Reserve	750k
Inflationary Pressures Reserve	750k
Allocation to the Dacorum Development Reserve	1,170k
<b>Revised Budget Savings Requirement</b>	<b>0k</b>

## Local Government Settlement Changes

5. On 12 December 2022 the Department for Levelling Up, Housing and Communities (DLUHC) issued the 'Local government finance policy statement 2023/24 to 2024/25'. The statement was intended to provide councils with 'greater certainty on key aspects of their funding' recognising that 'it is incredibly important for their budget setting process and their ability to plan for the future.
6. The policy statement confirmed the increased flexibility for Council Tax outlined in the Chancellor's Autumn Statement on 17 November 2022 which increased the referenda limit by one per cent to 2.99% or £5 (whichever is the greater).
7. The Local Government Finance settlement was announced on the 19<sup>th</sup> December the statement set out that there would also be changes to settlement grants. The expected negative RSG element of DBC funding has been removed for 2023/24, the Services Grant will be reduced from 2022/23 allocations to allow for the previous increase in National Insurance Contributions to be reversed following the mini budget on 23<sup>rd</sup> September 2022.
8. As part of the governments Local Authority assessment of financial need they have previously calculated how much Revenue Support Grant (RSG) authorities require, in the case of Dacorum we are assessed as having to make a contribution to the government called negative RSG. The settlement announced means the contribution is not required in 2023/24.
9. The Lower Tier Services Grant has also been repurposed to create a new one-off Minimum Funding Guarantee to ensure that all authorities achieve a 3% increase in their Core Spending Power before Council tax increases. This is intended to help authorities manage the current inflationary pressures.
10. It was also confirmed that there would be a new round of New Homes Bonus (NHB) payments in 2023/24 but that this is a one off allocation and will not attract legacy payments for future years, hence 2023/24 as expected is to be the final year of the current New Homes Bonus scheme.
11. For 2024/25, the policy statement confirmed that the core settlement will 'continue in a similar manner' with the continuation of major grants, business rates pooling and council tax referendum principles. However, there is no confirmation about the future of Negative RSG, Services Grant or the Minimum Funding Guarantee Grant. The 23/24 budget and current MTFS assumes these settlement decisions are one off funding agreements, whilst the government undertakes a review of future Local Authority funding.
12. The net impact of these one off funding streams will be allocated to reserves in line with proposals outlined in the MTFS and December scrutiny. Table 2 below details the new budget proposals made since December Scrutiny;

**Table 2: New Budget Proposals**

<b>Budget Gap, Joint OSC December 2022</b>	<b>0</b>
Council Tax Increase from £5 to 2.9%	(60k)
Business Rates Revaluation Impact	60k
Debt Interest Reduction Saving	(200k)
Savings Efficiency Reserve	200k
Pensions Triennial Review Impact	(400k)
Pensions Reserve Allocation	400k
Business Rates Pooling	0
<b>Revised Budget Savings Requirement</b>	<b>0k</b>

- Council tax Policy increase – The Council tax increase following government changes to legislation will increase by 2.9% instead of £5k increasing income by circa £60k.

- Business Rates Revaluation – The 2023/24 national business rates revaluation has had a significant impact on Dacorum assets with the Forum rateable value increasing by circa £100k alone. After further analysis and the use of government transitional relief the impact on the 23/24 budget is an increase in business rates bills of circa £60k. This cost pressure grows over the next 2 years to a total growth of £231k in 2025/26. The additional impact of the business rates revaluation is to significantly increase the risk of business rate baseline levels and collection and hence Hertfordshire councils have sought additional government information and advice prior to agreeing to a 2023/24 pooling arrangement. Dacorum was not in the pool in 2022/23 and hence we have not got future additional growth factored into the current MTFs and hence this decision will have no financial impact on the current MTFs and 2023/24 budget.
- In December 2022 the council repaid an outstanding PWLB loan of £10m. This has had a net impact of reducing the treasury management interest costs incurred by circa £200k p.a. going forward. This repayment has reduced the projected cash flow in 23/24 by circa 10%, but cash flow levels still remain higher than the average pre pandemic levels.
- It is proposed to transfer the £200k reduction to the reserves for 2023/24. The 23/24 budget for treasury management activity and interest received has been increased significantly in 2023/24 and there is a risk that further baseline increases may not be achievable without potentially restricting/impacting any other future capital or cash flow investments.
- The 2022 Pensions Triennial review was returned by the actuary on the 23<sup>rd</sup> December. This report proposes significant reductions in the pension contribution levels going forward, beyond what was already projected, as the DBC pension fund is now estimated to be at a 101% of the required funding level in 2022. It has also been confirmed that the Council will not need to make the reserve funded lump sum contribution to the Pension Fund of £2.5m previously assumed within the MTFs.

### **Housing Revenue Account**

13. The following amendments to HRA revenue budgets from 2023/24 onwards are proposed and incorporated into the draft HRA 2023/24 revenue budget at Appendix D.
- Housing Transformation Improvement Programme (HTIP). A one- off allocation of £550k is proposed for 2023/24 in order to continue the delivery of this programme of work, including legal and consultancy support for the procurement and recommissioning of key contracts.
  - Ongoing staffing resource £250k to support work on damp and mould issues in the Council's housing stock in line with new government legislation and requirements and recent scrutiny updates.

### **Capital Proposals**

14. After a review of the Councils leisure facilities a number of additional capital projects have been proposed as detailed below. These projects can be delivered as part of the wider Commercial property draft budget in 23/24;
- Berkhamsted Leisure Centre Swimming Pools Control, Lift and external repairs required £15k
  - Hemel Hempstead Swimming Pool Plan Room requires a significant Upgrade £147k
  - Hemel Hempstead Basketball Hoops following recent maintenance require urgent replacement, £26k.
  - Hemel football pitches improvements £300k
15. A provisional realignment of the Council's Housing Revenue Account Capital programme has been undertaken. A more detailed and informed review will be presented to Members as part of the HRA business plan in March, prior to the start of the new financial year. Appendix E provides a summary of the overall programme.

### **Reserves**

16. The proposed movements in General Fund reserves are set out in Appendix C. In addition to the proposed reserve allocations detailed in table 1 and table 2 above there are 2 new additional reserve allocations detailed below for inclusion within the 2023/24 budget.
- Allocate £50k of the Dacorum Development Reserve towards the Armed forces day and King's Coronation events in 2023/24.
  - Allocate £50k in 23/24 and £65k in 24/25 from the Dacorum Development Reserve to finance the project management costs to initiate the development of the new light industrial programme.

### **Consultation**

17. The Budget Overview and Scrutiny sessions are fundamental in the delivery of the proposed budget.

### **Financial and value for money implications**

18. A combination of the budget setting process, supported by the corporate governance arrangements and strong financial and procurement controls support a robust framework of processes that strive to achieve value for money in the delivery of council services.

### **Legal Implications**

19. N/A

### **Risk implications:**

20. The Council is required to set a balanced budget and scrutiny of the overall budget proposals and risks included will assist in the challenge process required.

### **Equalities, Community Impact and Human Rights:**

21. Where appropriate, Community Impact Assessments for proposed budgets amendments have been undertaken by relevant service areas.

### **Sustainability implications (including climate change, health and wellbeing, community safety)**

22. The individual budget changes will be delivered through the council's project management and delivery framework and this process includes assessing the impact on sustainability.

### **Council infrastructure (including Health and Safety, HR/OD, assets and other resources)**

23. N/A

### **Conclusions**

24. Members are asked to review and scrutinise the draft budget change proposals for 2023/24 and provide feedback, to be considered by Cabinet.

## DRAFT GENERAL FUND BUDGET SUMMARY 2023/24

APPENDIX A

	Original 2022/23	Growth / (Savings)	Estimate 2023/24 1st OSC 6.12.22	Growth / (Savings)	Estimate 2023/24
	£000	£000	£000	£000	£000
<b>Service Expenditure &amp; Income</b>					
Employees	27,600	5,120	32,720	2,741	30,341
Premises	5,199	196	5,395	262	5,461
Transport	1,800	129	1,929	129	1,929
Supplies & Services	8,018	194	8,212	409	8,427
Third-Parties	987	(156)	831	(156)	831
Transfer Payments	47,146	0	47,146	0	47,146
Capital Charges & Bad Debts	4,917	5	4,922	5	4,922
Income	(17,665)	(2,448)	(20,113)	(2,186)	(19,851)
Grants and Contributions	(51,504)	97	(51,407)	(199)	(51,702)
Recharge to HRA	(5,084)	(1,031)	(6,115)	(1,031)	(6,115)
<b>Net Cost Of Services</b>	<b>21,415</b>	<b>2,106</b>	<b>23,521</b>	<b>(26)</b>	<b>21,389</b>
<b>Less:</b>					
Interest Receipts	(300)	(305)	(605)	(455)	(755)
Interest Payments & MRP	1,029	54	1,083	(288)	741
Reversal of Capital Charges	(4,802)	(0)	(4,802)	(0)	(4,802)
Revenue Contributions to Capital	0	0	0	0	0
Net movement to/(from) Earmarked Reserves	(1,390)	(1,272)	(2,662)	4,029	2,639
<b>Budget Requirement General Fund</b>	<b>15,952</b>	<b>583</b>	<b>16,534</b>	<b>3,260</b>	<b>19,212</b>
Parish Precepts	1,015	59	1,074	59	1,074
<b>Budget Requirement Including Parishes</b>	<b>16,967</b>	<b>642</b>	<b>17,609</b>	<b>3,319</b>	<b>20,286</b>
<b>Funded by:</b>					
Business Rates Retained	(2,904)	(377)	(3,281)	(377)	(3,281)
Revenue Support Grant	0	1,514	1,514	14	14
New Homes Bonus/Government Grants	(1,429)	979	(450)	(198)	(1,627)
Other Government Grants	(208)	142	(66)	142	(66)
Council Tax (Surplus)/Deficit	402	(202)	200	(202)	200
Business Rates (Surplus)/Deficit	1,023	(2,134)	(1,111)	(2,134)	(1,111)
<b>Net Expenditure before Council Tax</b>	<b>13,851</b>	<b>564</b>	<b>14,415</b>	<b>565</b>	<b>14,415</b>
<b>Demand on the Collection Fund</b>	<b>(13,851)</b>	<b>(564)</b>	<b>(14,415)</b>	<b>(564)</b>	<b>(14,415)</b>
<b>Net Change in General Fund Balance</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>
General Fund Balance B/Fwd	(2,502)		(2,502)		(2,502)
In year use	0		(0)		0
General Fund Balance C/Fwd	<b>(2,502)</b>		<b>(2,502)</b>		<b>(2,502)</b>

<b>OVERVIEW AND SCRUTINY COMMITTEE GENERAL FUND BUDGETS 2023/24</b>				
	<b>Finance &amp; Resources 2023/24 (£'000s)</b>	<b>Housing &amp; Community 2023/24 (£'000s)</b>	<b>Planning &amp; Environment 2023/24 (£'000s)</b>	<b>Total (£'000s)</b>
Employees	12,578	5,033	12,729	<b>30,341</b>
Premises	3,231	1,114	1,115	<b>5,461</b>
Transport	352	6	1,571	<b>1,929</b>
Supplies & Services	4,565	1,169	2,693	<b>8,427</b>
Third-Parties	742	0	90	<b>831</b>
Transfer Payments	47,144	2	0	<b>47,146</b>
Capital Charges	1,812	955	2,155	<b>4,922</b>
Income	(10,189)	(5,295)	(4,717)	<b>(20,201)</b>
Grants and Contributions	(48,446)	(1,019)	(1,887)	<b>(51,352)</b>
Recharges	(8,063)	163	1,785	<b>(6,115)</b>
<b>Net Expenditure by Committee</b>	<b>3,727</b>	<b>2,128</b>	<b>15,533</b>	<b>21,389</b>



General Fund Reserves Summary	Balance as at 31/03/2022 £'000	Net Reserve Movement 2022/23 £'000	Balance as at 31/03/2023 £'000	Net Reserve Movement 2023/24 £'000	Balance as at 31/03/2024 £'000	Net Reserve Movement 2024/25 £'000	Balance as at 31/03/2025 £'000	Net Reserve Movement 2025/26 £'000	Balance as at 31/03/2026 £'000	Net Reserve Movement 2026/27 £'000	Balance as at 31/03/2027 £'000
Civic Buildings Major Repairs Reserve	60		60		60		60		60		60
Capital Development Reserve	300	(300)	0		0		0		0		0
Earmarked Grants Reserve	44		44		44		44		44		44
Management of Change Reserve	257	477	734	(103)	631		631		631		631
Technology Reserve	752	(65)	687		687		687		687		687
Savings Efficiencies Reserve	907	(504)	403	904	1,307	200	1,507	200	1,707	200	1,907
On Street Car Parking Reserve	108	40	148	40	188	40	228	40	268	40	308
Local Development Framework Reserve	477	(267)	210	(80)	130	(130)	0		0		0
Dacorum Development Reserve	2,707	212	2,919	447	3,366	(329)	3,037	(54)	2,983		2,983
Climate Change and Sustainability Reserve	212	(46)	166		166		166		166		166
Litigation Reserve	317		317		317		317		317		317
Vehicle Replacement Reserve	0	350	350	25	375	25	400	25	425	25	450
Invest to Save Reserve	62	(20)	42	(20)	22		22		22		22
Youth Provision Reserve	44		44		44		44		44		44
Election Reserve	80	40	120	(120)	0	40	40	40	80	40	120
Uninsured Loss Reserve	360		360		360		360		360		360
Training & Development Reserve	133	(75)	58	(58)	0		0		0		0
Housing Conditions Survey Reserve	76	15	91	15	106	15	121	15	136	15	151
Dacorum Rent Aid - Guarantee Scheme	15	(15)	0		0		0		0		0
Rent Guarantee Scheme Reserve	15	(15)	0		0		0		0		0
Funding Equalisation Reserve	10,048	(8,082)	1,966	1,111	3,077		3,077		3,077		3,077
Pensions Reserves	2,573	(519)	2,054	600	2,654	200	2,854	200	3,054	200	3,254
Maylands Plus Reserve	46	23	69	23	92	23	115	23	138	23	161
Covid 19 Hardship Fund	133		133		133		133		133		133
Economic Recovery Reserve	2,807	(1,725)	1,082	(895)	187		187		187		187
Inflationary Pressures Reserve	565	(284)	281	750	1,031		1,031		1,031		1,031
Leisure Reserve	0	300	300		300		300		300		300
<b>Total Earmarked Reserves</b>	<b>23,098</b>	<b>(10,460)</b>	<b>12,638</b>	<b>2,639</b>	<b>15,277</b>	<b>84</b>	<b>15,361</b>	<b>489</b>	<b>15,850</b>	<b>543</b>	<b>16,393</b>
<b>Working Balance</b>	<b>2,502</b>		<b>2,502</b>		<b>2,502</b>		<b>2,502</b>		<b>2,502</b>		<b>2,502</b>
<b>Total General Fund Reserves</b>	<b>25,600</b>	<b>(10,460)</b>	<b>15,140</b>	<b>2,639</b>	<b>17,779</b>	<b>84</b>	<b>17,863</b>	<b>489</b>	<b>18,352</b>	<b>543</b>	<b>18,895</b>



## DRAFT HRA CAPITAL PROGRAMME 2023/24 - 2027/28

Scheme		23/24 £'000	24/25 £'000	25/26 £'000	26/27 £'000	27/28 £'000
<b>HOUSING REVENUE ACCOUNT</b>						
<b>Head of Housing Property</b>						
1	Planned Fixed Expenditure	17,250	17,150	17,664	18,194	18,248
2	DBC Commissioned Capital Works	9,369	6,700	5,574	2,712	2,721
3	Social Housing Buys Backs	1,000	1,000	1,000	1,000	1,000
		<b>27,619</b>	<b>24,850</b>	<b>24,238</b>	<b>21,906</b>	<b>21,969</b>
<b>Head of Development</b>						
4	New Build - General Expenditure	53,629	37,161	14,630	21,000	21,000
		<b>53,629</b>	<b>37,161</b>	<b>14,630</b>	<b>21,000</b>	<b>21,000</b>
<b>TOTAL - HOUSING REVENUE ACCOUNT</b>		<b>81,248</b>	<b>62,011</b>	<b>38,868</b>	<b>42,906</b>	<b>42,969</b>



## Finance and Resources

### Overview and Scrutiny Committee

<b>Report for:</b>	Finance and Resources Overview and Scrutiny Committee
<b>Title of report:</b>	Quarter 3 Financial Monitoring Report 2022-23
<b>Date:</b>	1 <sup>st</sup> February 2023
<b>Report on behalf of:</b>	Councillor Graeme Elliot, Portfolio Holder for Corporate Services
<b>Part:</b>	I
<b>If Part II, reason:</b>	N/A
<b>Appendices:</b>	Appendix A – General Fund Summary Appendix B – General Fund Overview by Scrutiny Area Appendix C – HRA Summary Appendix D– Capital Programme
<b>Background papers:</b>	Budget Report February 2022 Cabinet Quarter 1 Financial Monitoring Report, September 2022 cabinet. Quarter 2 Financial Monitoring Report, November 2022 cabinet.
<b>Glossary of acronyms and any other abbreviations used in this report:</b>	GF – General Fund HRA – Housing Revenue Account

<p><b>Report Author</b></p> <p>Joe Bowden, Trainee Accountant</p> <p><b>Responsible Officer</b></p> <p>Fiona Jump, Head of Financial Services</p> <p>✉ 📞</p> <p>Fiona.Jump@dacorum.gov.uk / 01442 228162 (ext. 2162)</p>
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<b>Corporate Priorities</b>	<p>A clean, safe and enjoyable environment</p> <p>Building strong and vibrant communities</p> <p>Ensuring economic growth and prosperity</p> <p>Providing good quality affordable homes, in particular for those most in need</p> <p>Ensuring efficient, effective and modern service delivery</p> <p>Climate and ecological emergency</p>
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<b>Wards affected</b>	All
<b>Purpose of the report:</b>	To provide Committee with a summary of the Council's forecast outturn for 2022/23 as at 31 <sup>st</sup> December 2022.
<b>Recommendation (s) to the decision maker (s):</b>	<ol style="list-style-type: none"> <li>1. To note the financial outturn position for the General Fund and Housing Revenue account as forecast at Quarter 3.</li> <li>2. The revenue outturn forecast is a deficit of £0.836m for the General Fund to be funded from one off reserve requests to cover pay and fuel inflationary pressures.</li> <li>3. The HRA has a deficit of £4.113m for the Housing Revenue Account. It is proposed that these additional inflationary costs will be funded through a reduction in revenue contributions to capital and from reserves.</li> <li>4. The Council's capital programme is forecast on budget, with additional slippage of £2.009m on General Fund schemes and slippage of £10.621m for the HRA.</li> </ol>
<b>Period for post policy/project review:</b>	The Financial performance of the organisation is monitored by the Strategic Leadership Team monthly and reported to Cabinet and Scrutiny on a quarterly basis.

## 1. Background:

The report presents the forecast financial outturn position for the Council as at Quarter 3 2022/23. The report covers the following budgets with associated appendices:

- General Fund (GF) – Appendix A
- General Fund Overview by Scrutiny Area – Appendix B
- Housing Revenue Account (HRA) –Appendix C
- Capital Programme – Appendix D

## 2. Executive Summary

The General Fund revenue budget is forecasting an underlying pressure of £0.836m, this is an increased pressure of £0.725m from quarter 2. Included in this pressure is the £0.719m which is directly attributable to the December implementation of the enhanced 22/23 pay award and will, as planned at quarter 2, be funded by the use of reserves. This pay award pressure has been budgeted for in the 2023/24 proposed budget.

The HRA is forecasting a pressure of £4.113m, this is an increased pressure of £3.575m from quarter 2 reporting. The largest single pressure in the HRA service, which equates to over 75% of this cost pressure (circa £3.1m) is due to the increased repairs and maintenance works being undertaken and the increasing costs to deliver these services. These were reported to Cabinet in January as part of a report on the Total Asset Management Contract. These cost pressures have been budgeted for in the proposed 2023/24 draft budget.

Capital Budgets for General Fund and HRA are reporting to budget with additional slippage at Quarter 3 of £2.099m for General Fund and £10.621m for HRA.

### 3. General Fund Revenue

Appendix A provides an overview of the general fund forecast position and the table below provides an overview by directorate as at Quarter 3. Forecast outturn for all General Fund budgets is at Appendix A.

Directorate	Current Budget £m	Forecast Outturn £m	Variance	
			£m	%
Chief Executives	0.913	0.969	0.056	+6.1%
Deputy Chief Executive Resident Services	12.180	13.816	1.636	+13.4%
Strategic Director Corporate and Commercial Services	1.797	1.882	0.085	+4.7%
Strategic Director People & Transformation	4.206	4.603	0.397	+9.4%
Strategic Director Place	1.396	1.415	0.019	+1.4%
<b>Operational Cost</b>	20.492	22.685	2.193	+10.7%
Corporate Items	(20.493)	(21.850)	(1.357)	+6.6%
<b>Contribution (to)/ from General Fund Working Balance</b>	<b>(0.001)</b>	<b>0.835</b>	<b>0.836</b>	

The table below provides an overview for each scrutiny area and Appendix B provides a breakdown of the General Fund forecast position by directorate for each scrutiny area.

Scrutiny Area	Current Budget £m	Forecast Outturn £m	Variance	
			£m	%
Finance & Resources	7.557	8.684	1.127	+14.9%
Strategic Planning and Environment	10.987	12.285	1.298	+11.8%
Housing & Community	1.949	1.717	(0.232)	-11.9%
<b>Operational Cost</b>	20.493	22.686	2.193	10.7%
Core Funding	(20.493)	(21.850)	(1.357)	6.6%
<b>Contribution (to)/ from General Fund Working Balance</b>	<b>0.000</b>	<b>0.836</b>	<b>0.836</b>	

## Key Budget Variances for the General Fund

The table below outlines the key financial variance by service area.

Directorate	Key Financial Variance £m	Description
Resident Services	0.689	Waste Services employee costs £775K and fuel costs £284K, vehicle hire £164k, £154K commercial waste income offset by higher recyclable income in the first half of 2022/23 (£600K).
Corporate and Commercial	(0.110)	Car Parking income shortfall £600K offset by reduction in car parking contract fees £255k, Garage repairs £300K and the removal of the additional National Insurance Contributions £280K.
Place	(0.300)	Commercial Property income improved performance.
Place	0.161	Staffing pressures, Planning income and utilities. Partly offset by rental income for the Forum
Corporate Items	(1.357)	Treasury investment income (£800k), interest payable (£94k), government grants (£136k) and HRA Recharge (£327k).
All services	0.719	Impact of 2022/23 pay award.

### Resident Services

The pressures in waste services employees and hire vehicles forecast totals £0.864m for 22/23. This is caused by staff resources, increased rounds and maintaining additional fleet. Work is underway to review the service demands following growth in the borough and how the routes can be managed to provide the service with less financial risk. The route optimisation project is due to be initiated in June 2023 is projected to reduce waste service costs by circa £1m.

### Corporate and Commercial Services

Garages repairs and maintenance are now forecasting an underspend of £0.300m. The stock condition survey results are due in January 2023 and the outcome of this will allow the service to understand where to focus repair works moving forward. The major works have been delayed until the outcome of the stock condition survey and the next steps in the garage strategy are confirmed.

Car parking contract costs have reduced significantly since a change in contract which has meant processing costs have reduced and outturn is now projected to underspend by £0.255m.

A request in respect of Leisure income will be made to Cabinet in the quarter 3 report. Leisure income has exceeded budget expectations by £0.300m in 2022/23. It is recommended that this is used to create a leisure reserve. The contract is currently under review with the third party and there is a potential risk in regards to income over the next few years, this reserve will help to smooth the impact of the risk to budgets.

### Place

Pressures on planning income of £0.300m is forecast for 2022/23. This has been driven by the moratorium that has recently been lifted. Delays in planning are still being seen by the service whilst the industry adjusts to the new post moratorium arrangements combined with the current economic climate impacting the building industry, the wider economic uncertainty is expected to have an impact on planning income into 23/24 as well.

## **Impact of Cost of Living**

Cost of living increases are creating additional costs to the Council for 2022-23. At Quarter 3, within Waste Services and Clean Safe and Green there is a pressure of £0.284m against fuel that is considered attributable to the rising prices. Following the government's announcement on the energy cap, a pressure of £0.223m has been identified across the General Fund for energy costs, based on estimated usage over the winter period.

A request to Cabinet as part of the quarter 3 report will be made recommending that the budget pressure of £0.284m for fuel be funded from the inflationary reserve. The 2023/24 budgets have had inflationary increases of 20% for fuel and utilities and the fuel and utility costs along with the government's policy response to these pressures will be closely monitored

An announcement on the staff pay award was announced on 1<sup>st</sup> November, and remunerated to staff in the December 2022 payroll. This has brought a pressure on staffing budgets totalling £0.719m, a formal request will be taken to Cabinet with the quarter 3 report requesting to fund this pressure from the pensions reserve to offset this in year pressure. The impact of the proposed pay awards for 22/23 are incorporated into the 2023 MTFS.

## **Corporate Items**

The impact of the continuing rise in the Bank of England interest rates has had a positive impact on interest received on our cash balances for 2022/23 we are forecasting an additional £0.800m on budget.

Following a review of interest payments and debt held the council took the opportunity in December 2022 to repay a £10.527m PWLB loan for the general fund. This decision resulted in a discount on sums due for interest and principal. £0.094m benefit relating to interest in 2022/23 and the very favourable PWLB terms also reduced the principle debt by £0.606m.

Additional new burden grants have been received in respect of work the Council has undertaken in 2022/23 in regards to the administering of Covid grants and other energy schemes that total £0.136m.

## **Revenues and Benefits**

At the start of 2022/23, the collection percentages of council tax and business rates had increased significantly to close to pre-pandemic levels. However this improvement has been lessening over the last quarter. At the end of Q3 collection levels are nearer to those of the past two years, which suggests that the outturn for 2022/23 will be of a similar level.

The projected council tax total amount collected for the current year will be about 5% higher in cash terms than 2021/22 and hence roughly in line with the budget as the service is collecting less in year income but at the same time collecting more outstanding arrears from past years.

However, given the probable reasons for the collection difficulties being the squeeze on household and business budgets it does not appear likely that there will be significant improvement during 2023/24. This will continue to be monitored as usual as part of the wider Council performance monitoring processes.

## **Key Corporate Strategy Delivery**

The following outlines the current financial position for the 3 key corporate projects supported by use of reserves.

### **Hemel Garden Communities**

The table below shows the forecast spend for 2022/23:



	<b>£m</b>
<b>Prior Years Spend</b>	1.216
<b>Funding</b>	
Unspent contributions and reserve funding carried forward from 2021/22	(1.017)
2022/23 additional DBC reserve funding allocation	(0.300)
Contribution from partners	(0.500)
<b>Total available funding</b>	<b>(1.817)</b>
<b>Forecast spend in 2022/23</b>	<b>1.264</b>
<b>Funding to carry forward to 2023/24</b>	<b>(0.554)</b>

The majority of the 22/23 expenditure is on staffing, £0.735m.

The project is funded to 2025/26 from both Dacorum reserves and contributions from third party partners. Additional expenditure is forecast for the year to develop the HGC Transport Plan, Transformation Plan and Framework Plan.

At present the project is forecasting pressures in the latter years of the project: £0.03m (23/24), £0.24m (24/25) and £0.57m (25/26). Future government grants for the later years of the project are uncertain.

### Commercial Programme

The Commercial Programme is supported by £0.400m of reserve funding, approved during 2021/22.

The table below shows the forecast spend for 2022/23:

	<b>£m</b>
<b>Reserve funding brought forward from 2021/22</b>	<b>(0.384)</b>
<b>2022/23 Forecast Expenditure</b>	<b>0.247</b>
<b>Reserve funding to carry forward to 2023/24</b>	<b>(0.137)</b>

The majority of the forecast expenditure for 2022/23 relates to consultancy support for the development of the strategy and business cases associated with the Commercial Programme.

### Hemel Place

Hemel Place is funded from £0.500m reserve funding approved during 2021/22.

The table below shows the forecast spend for 2022/23:

	<b>£m</b>
<b>Reserve funding brought from 2021/22</b>	<b>(0.314)</b>
<b>2022/23 Forecast Expenditure</b>	<b>0.311</b>
<b>Reserve funding to carry forward to 2023/24</b>	<b>(0.003)</b>

The majority of the forecast spend is on staffing and consultancy to deliver the strategy. The current forecast indicates that the reserve funding for this work will be fully spent in 22/23.

## 4. Housing Revenue Account (HRA)

A pressure of £4.113m is reported at Quarter 3. This is summarised as follows

Housing Revenue Account	Current Budget £m	Forecast Outturn £m	Variance £m
Income	(60.198)	(60.897)	(0.699)
Expenditure	60.198	65.010	4.812
<b>Net Deficit / Surplus</b>	<b>0.000</b>	<b>4.114</b>	<b>4.114</b>

Appendix C outlines the overall Housing Revenue Account forecast.

<b>Budgeted Surplus/Deficit</b>	<b>£m</b>
Council tax liability on void properties.	0.114
Increase in interest rates are expected to generate increased income on treasury investments.	(0.768)
Increased cost of responsive and empty home repair costs, Damp and Mould works	3.110
Utilities due to increased energy prices	0.500
General Fund Recharges regarding additional resources supporting HRA	0.327
Asset Management Strategy/Team	0.195
Pay Award Impact	0.280
Other Minor budget variances	0.386
<b>Budget Monitoring Quarter 3- HRA Variance</b>	<b>4.114</b>

As part of the quarter 3 Cabinet report the requests will be made to Cabinet to approve the reallocation of the revenue contribution to capital for 22/23 and an additional drawdown £0.830m from HRA revenue reserves to fund the projected pressures for 22/23. The draft HRA 2023/24 budget has projected significant growth in repairs and maintenance along with growth in supervision and management of the services in line with the pressures seen in 2022/23 and projected pressures detailed for 2023/24. These growth items include increases for costs due to inflation with significant elements of these costs funded from increased income from rent.

#### **5. Housing Transformation Improvement Project (HTIP)**

The HTIP approved budget is £1.593m; £0.470m of which is being funded through the reduction in the repairs and maintenance budget, £1.023 from reduction to the revenue contribution to capital and £0.100m will be met from previously approved budget. The forecast cost of the project is currently £1.550m.

#### **6. Capital Budget Monitoring**

Appendix D shows the forecast capital outturn in detail by scheme, the table below summarises the forecast outturn for the capital programme by Directorate.

The current budget is the original budget approved by Cabinet in February 2022, plus approved amendments.

The 'rephasing' column refers to those projects where expenditure is still expected to be incurred, but it will now be in 2023/24 rather than 2022/23, or conversely, where expenditure planned initially for 2023/24 has been incurred in 2022/23.

	Current Budget £m	Rephasing £m	Revised Budget £m	Forecast Outturn £m	Variance	
					£m	%
Resident Services	4.012	(0.845)	3.167	3.161	-0.006	-0.20%
People and Transformation	0.594	(0.379)	0.215	0.215	0	0.0%
Corporate and Commercial	0.690	(0.430)	0.260	0.260	0	0.0%
Place	3.497	(0.446)	3.052	3.055	0.003	0.10%
<b>GF Total</b>	<b>8.793</b>	<b>(2.099)</b>	<b>6.694</b>	<b>6.691</b>	<b>(0.003)</b>	<b>-0.04%</b>
<b>HRA Total</b>	<b>51.237</b>	<b>(10.621)</b>	<b>40.616</b>	<b>40.616</b>	<b>0</b>	<b>0.0%</b>
<b>Grand Total</b>	<b>60.029</b>	<b>(12.720)</b>	<b>47.310</b>	<b>47.307</b>	<b>(0.003)</b>	<b>-0.01%</b>

General fund capital budgets are reporting further slippage of £2.099m, relating to the following:

- Fleet Replacement Programme £0.669m due to continued delays are seen from reviewing requirements and options and supply chain delays.
- Health and Safety software system £0.040m reviewing options within the digital strategy.
- Play Areas and Open Spaces £0.135m tendering for the next phase of installation is ongoing installations will be in 2023/24.
- Hemel Hempstead sports centre Astro Turf £0.280 procurement and tendering is ongoing with installation expected in 2023/24
- Digital Projects totalling ££0.379m following recent recruitment to Head of Service ongoing work to review requirements and implementation is still ongoing.
- Rossgate Shopping Centre £0.290m Phase one of the project is close to completion with phase 2 commencing in 2023/24.
- Bennettsgate Structural Works £0.052m procurement for the project is still ongoing meaning works will not take place in 2022/23
- Nickey Line Bridge £0.030m discussion with Hertfordshire County Council are still ongoing delaying the commencement of the project.

HRA capital budgets are reporting slippage of £10.621m. The housing development programme has been delayed due to the planning moratorium seeing a further £6.626m slippage. Slippage of £3.994m for Housing Property is a result of increased demand on revenue repairs and maintenance and procurement negotiations delaying planned projects.

**7. Equalities, Community Impact and Human Rights:**

Community Impact Assessment are carried out by specific service when developing their service plans that support the budget setting process

There are no Human Rights Implications arising from this report.

**8. Sustainability implications (including climate change, health and wellbeing, community safety)**

N/A

**9. Council infrastructure (including Health and Safety, HR/OD, assets and other resources)**

N/A

**10. Conclusion**

The Financial revenue outturn forecast for the General Fund is a deficit of £0.836m and for the HRA a deficit of £4.113m. The Council's capital programme is forecast on budget, with additional slippage of £2.099m on General Fund schemes and slippage of £10.621m for the HRA.




**Dacorum Borough Council**  
**Revenue Budget Monitoring Report for December 2022 (Cost of Services Analysis By Scrutiny Committee)**

	Month			Year-to-Date			Full Year			Movement		
	Budget £000	Actuals £000	Variance £000	Budget £000	Actuals £000	Variance £000	Budget £000	Forecast Outturn £000	Variance £000	Previous Forecast £000	Previous Variance £000	Movement £000
<b>Cost of Services</b>												
Finance and Resources	565	1,042	477	6,761	20,288	13,527	7,557	<b>8,684</b>	1,127	7,984	427	700
Housing and Community	168	210	42	694	(5)	(699)	1,949	<b>1,717</b>	(232)	1,943	(6)	(226)
Strategic Planning and Environment	828	1,307	479	7,664	7,927	263	10,987	<b>12,285</b>	1,298	11,521	534	764
<b>Net Cost of Services</b>	<b>1,561</b>	<b>2,559</b>	<b>998</b>	<b>15,119</b>	<b>28,210</b>	<b>13,091</b>	<b>20,493</b>	<b>22,686</b>	<b>2,193</b>	<b>21,448</b>	<b>955</b>	<b>1,238</b>
<b>Other Items</b>												
Investment Property	(138)	(143)	(5)	(3,801)	(4,397)	(596)						0
Investment Income	(25)	(832)	(807)	(225)	(1,515)	(1,290)	(300)	<b>(1,100)</b>	(800)	(885)	(585)	(215)
Interest Payments and MRP	86	76	(10)	772	681	(91)	1,029	<b>935</b>	(94)	1,029	0	(94)
Parish Precept Payments	0	0	0	1,034	1,015	(19)	1,034	<b>1,034</b>	0	1,034	0	0
Government Grants	(136)	(428)	(292)	(1,228)	(5,166)	(3,938)	(1,638)	<b>(1,774)</b>	(136)	(1,638)	0	(136)
Taxation (Council Tax and Business Rates)	(1,279)	1,832	3,111	(11,510)	(12,568)	(1,058)	(15,347)	<b>(15,347)</b>	0	(15,347)	0	0
<b>Surplus / Deficit on Provision of Services</b>	<b>(1,492)</b>	<b>505</b>	<b>1,997</b>	<b>(14,958)</b>	<b>(21,950)</b>	<b>(6,992)</b>	<b>(15,222)</b>	<b>(16,252)</b>	<b>(1,030)</b>	<b>(15,807)</b>	<b>(585)</b>	<b>(445)</b>
<b>Transfers between Reserves / Funds</b>												
Net Recharge to the HRA	(439)	(14)	425	(3,953)	(5)	3,948	(5,271)	<b>(5,598)</b>	(327)	(5,530)	(259)	(68)
Contribution To / (From) Earmarked Reserves	(20)	0	20	(180)	0	180		<b>0</b>		0		0
<b>Net Movement on General Fund Working Balance</b>	<b>(390)</b>	<b>3,050</b>	<b>3,440</b>	<b>(3,972)</b>	<b>6,255</b>	<b>10,227</b>	<b>0</b>	<b>836</b>	<b>836</b>	<b>111</b>	<b>111</b>	<b>725</b>

Finance & Resources	Current Budget £0	Forecast Outturn £0	Variance	
			£0	%
Chief Executives	0.913	0.969	<b>0.056</b>	6.1%
Deputy Chief Executive Residents Services	0.527	1.045	<b>0.518</b>	98.3%
Strategic Director Corporate and Commercial Services	3.622	3.956	<b>0.334</b>	9.2%
Strategic Director People & Transformation	3.216	3.547	<b>0.331</b>	10.3%
Strategic Director Place	(0.721)	(0.833)	<b>(0.112)</b>	15.5%
<b>Total Operating Cost</b>	<b>7.557</b>	<b>8.684</b>	<b>1.127</b>	14.9%
<b>Core Funding</b>	<b>(20.493)</b>	<b>(21.850)</b>	<b>(1.357)</b>	6.6%
<b>Finance &amp; Resources per summary</b>	<b>7.557</b>	<b>8.684</b>	<b>1.127</b>	14.9%

Housing & Community	Current Budget £0	Forecast Outturn £0	Variance	
			£0	%
Deputy Chief Executive Residents Services	0.965	1.029	<b>0.064</b>	6.6%
Strategic Director Corporate and Commercial Services	(1.825)	(2.073)	<b>(0.248)</b>	13.6%
Strategic Director People & Transformation	1.104	1.109	<b>0.005</b>	0.5%
Strategic Director Place	1.705	1.652	<b>(0.053)</b>	(3.1%)
<b>Total Operating Cost</b>	<b>1.949</b>	<b>1.717</b>	<b>(0.232)</b>	(11.9%)
<b>Housing &amp; Community per summary</b>	<b>1.949</b>	<b>1.717</b>	<b>(0.232)</b>	(11.9%)

Strategic Planning & Environment	Current Budget £0	Forecast Outturn £0	Variance	
			£0	%
Deputy Chief Executive Residents Services	10.688	11.738	<b>1.050</b>	9.8%
Strategic Director People & Transformation	(0.114)	(0.054)	<b>0.060</b>	(52.6%)
Strategic Director Place	0.411	0.596	<b>0.185</b>	45.0%
<b>Total Operating Cost</b>	<b>10.985</b>	<b>12.280</b>	<b>1.295</b>	11.8%
<b>Strategic Planning &amp; Environment per summary</b>	<b>10.985</b>	<b>12.280</b>	<b>1.295</b>	11.8%

 <b>Housing Revenue Account</b> <b>2022/23 Outturn Revenue Budget Monitoring Report</b>				
	Budget	Forecast	Variance	
	£000	Outturn	£000	%
	£000	£000	£000	%
<b>Income:</b>				
Dwelling Rents	(57,300)	(57,248)	52	-0.1%
Non-Dwelling Rents	(102)	(102)	0	0.0%
Tenants Charges	(1,517)	(1,500)	17	-1.1%
Leaseholder Charges	(592)	(592)	0	0.0%
Interest and Investment Income	(42)	(810)	(768)	1828.1%
Contribution towards Expenditure	(645)	(645)	0	0.0%
<b>Total Income</b>	<b>(60,198)</b>	<b>(60,897)</b>	<b>(699)</b>	<b>1.2%</b>
<b>Expenditure:</b>				
Repairs & Maintenance	11,513	14,623	3,110	27.0%
Supervision & Management	17,265	18,853	1,588	9.2%
Rent, Rates, Taxes & Other Charges	66	180	114	172.7%
Interest Payable	11,302	11,302	0	0.0%
Provision for Bad Debts	750	750	0	0.0%
Depreciation	15,620	15,620	0	0.0%
HRA Democratic Recharges	398	398	0	0.0%
Revenue Contribution to Capital	3,284	3,284	0	0.0%
<b>Total Expenditure</b>	<b>60,198</b>	<b>65,010</b>	<b>4,812</b>	<b>8.0%</b>
Transfer to / (from) Housing Reserves	0	0	0	0.0%
<b>HRA Deficit / (Surplus)</b>	<b>0</b>	<b>4,114</b>	<b>4,113</b>	<b>0.0%</b>
<b>Housing Revenue Account Balance:</b>				
Opening Balance at 1 April 2022	(2,892)	(2,892)	0	0.0%
Deficit / (Surplus) for year	0	4,114	4,113	0.0%
Proposed Contributions to Reserves	0	0	0	
<b>Closing Balance at 31 March 2023</b>	<b>(2,892)</b>	<b>1,222</b>	<b>4,113</b>	

**CAPITAL PROGRAMME MONITORING BY SCRUTINY COMMITTEE FOR DECEMBER 2022**

Appendix D

Scheme	Original Budget	Prior Year Slippage	Adj's, Supps, Virements	Adjustments (Slip. C/F)	In-Year Adjustments	Current Budget	YTD Spend	Projected Outturn	Forecast Slippage	Projected Over / (Under)
<b>General Fund</b>										
<b>Finance and Resources</b>										
<b>Head of Digital</b>										
42 Automation Programme	85,000	0	0	0	0	85,000	0	5,000	(80,000)	0
43 Firewall Renewal	95,000	0	0	0	0	95,000	95,000	95,000	0	0
44 Civica Customer Experience Software (Flare replacement)	100,000	0	0	0	0	100,000	0	0	(100,000)	0
45 Rolling Programme - Hardware	75,000	0	0	0	0	75,000	45,216	75,000	0	0
46 Software Licences - Right of Use	40,000	0	0	0	0	40,000	6,583	40,000	0	0
47 Future vision of CRM	100,000	98,600	0	0	0	198,600	0	0	(198,600)	0
	<b>495,000</b>	<b>98,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>593,600</b>	<b>146,799</b>	<b>215,000</b>	<b>(378,600)</b>	<b>0</b>
<b>Head of Environmental Protection</b>										
51 Health and Safety software system	40,000	0	0	0	0	40,000	0	0	(40,000)	0
	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>(40,000)</b>	<b>0</b>
<b>Head of Property Services</b>										
55 Service Lease Domestic Properties	0	8,118	0	0	0	8,118	0	8,118	0	0
56 Old Town Hall - Cafe Roof and stonework renewal	0	60,000	0	0	0	60,000	0	15,000	(45,000)	0
57 Piccotts End Retaining Wall Rebuild	35,000	0	0	0	0	35,000	0	35,000	0	0
58 Tring Community Centre - new play area for Children's Nursery	0	11,144	0	0	0	11,144	0	11,144	0	0
59 Adeyfield Community Centre Structural Improvements	20,000	17,000	0	0	0	37,000	0	37,000	0	0
60 Boiler Replacement Programme	15,000	5,046	0	0	0	20,046	20,757	20,757	0	711
61 Tring Community Centre - Retaining Wall for New Play Area	0	20,000	0	0	0	20,000	0	20,000	0	0
62 Bennetts End Community Centre door upgrade work	15,000	0	0	0	0	15,000	14,990	14,990	0	(10)
63 External Refurb - Woodhall Farm Community Centre	40,000	0	0	0	0	40,000	0	40,000	0	0
64 Rossgate Shopping Centre - Structural Works	240,000	221,577	0	0	0	461,577	141,012	171,577	(290,000)	0
65 Commercial Properties - Renew Obsolete Door Entry Controls	25,000	0	0	0	0	25,000	0	25,000	0	0
66 100 High St (Old Town), Hemel - Window Replacement	0	14,000	0	0	0	14,000	0	0	(14,000)	0
67 Long Chaulden Roof	0	55,020	0	(55,020)	(55,020)	0	0	0	0	0
68 Bellgate - Walkway Renovation	0	19,550	0	0	0	19,550	7,450	19,550	0	0
69 Bennettsgate - Window Renewal	0	74,780	0	(74,780)	(74,780)	0	0	0	0	0
70 Queens Square Canopy Renewal	40,000	0	0	0	0	40,000	(1,464)	40,000	0	0
71 Refurbishment of Dacre House	0	0	0	0	0	0	(4,668)	0	0	0
72 Renew Surface Water Drains to Henry Wells Square	0	19,100	0	0	0	19,100	21,620	21,620	0	2,520
73 Void Commercial Property Refurbishment	70,000	0	0	0	0	70,000	6,538	70,000	0	0
74 Bennettsgate - Structural Concrete Improvements & Façade Renewal	0	79,762	0	0	0	79,762	0	28,050	(51,712)	0
75 Bellgate - Concrete Renewal & Refurbishment	0	25,000	0	0	0	25,000	10,700	25,000	0	0
76 Village Centre - Soffits & Facias	0	45,000	0	0	0	45,000	41,050	45,000	0	0
77 9 High Street Tring, Electrical Works	0	14,793	0	0	0	14,793	0	14,793	0	0
78 Broadwater Road Resurfacing	0	93,000	0	(93,000)	(93,000)	0	0	0	0	0
79 Creation of new Community Facility and Foodbank at The Hub (Dens)	625,000	0	0	(625,000)	(625,000)	0	0	0	0	0
80 Damp proofing improvements to commercial properties	30,000	0	0	0	0	30,000	0	30,000	0	0
81 Kings Langley Charter Court - Separate Meter Supply	20,000	0	0	0	0	20,000	0	20,000	0	0
82 48-52 High Street - Fire Alarm System Renewal	15,000	0	0	0	0	15,000	0	0	(15,000)	0
83 Bellgate Canopy Renewal - Highfield	200,000	0	0	(200,000)	(200,000)	0	0	0	0	0
84 Rossgate Terrace Walkway Waterproofing	30,000	0	0	0	0	30,000	0	30,000	0	0
85 Public Conveniences - Improvement Programme	40,000	0	0	0	0	40,000	24,498	40,000	0	0
86 Maylands Business centre upgrade fire alarm	20,000	0	0	0	0	20,000	0	20,000	0	0
	<b>1,480,000</b>	<b>782,890</b>	<b>0</b>	<b>(1,047,800)</b>	<b>(1,047,800)</b>	<b>1,215,090</b>	<b>282,482</b>	<b>802,599</b>	<b>(415,712)</b>	<b>3,221</b>
<b>Head of Commercial Development</b>										
90 Hemel Hempstead Sports Centre - Astroturf renewal	0	280,000	0	0	0	280,000	0	0	(280,000)	0
91 Berkhamsted Leisure Centre Redevelopment	14,150,000	(299,644)	0	(13,700,356)	(13,700,356)	150,000	233,697	0	(150,000)	0

92	Car Park Refurbishment	0	135,000	0	0	0	135,000	(2,861)	135,000	0	0
93	Multi Storey Car Park Berkhamsted	0	0	0	0	0	0	(2,020)	0	0	Appendix D
94	Water Gardens North Car Park Drainage Improvements	0	35,000	0	0	0	35,000	0	35,000	0	0
95	Multi Functional Devices	0	90,000	0	0	0	90,000	0	90,000	0	0
		<b>14,150,000</b>	<b>240,356</b>	<b>0</b>	<b>(13,700,356)</b>	<b>(13,700,356)</b>	<b>690,000</b>	<b>228,817</b>	<b>260,000</b>	<b>(430,000)</b>	<b>0</b>
	<b>Totals: Finance and Resources</b>	<b>16,165,000</b>	<b>1,121,846</b>	<b>0</b>	<b>(14,748,156)</b>	<b>(14,748,156)</b>	<b>2,538,690</b>	<b>658,098</b>	<b>1,277,599</b>	<b>(1,264,312)</b>	<b>3,221</b>
<b>Housing and Community</b>											
<b>AD Place, Community and Enterprise</b>											
103	Adventure Playgrounds Improvement Programme	500,000	0	0	(500,000)	(500,000)	0	0	0	0	0
104	Capital Grants - Community Groups	20,000	4,500	135,000	0	135,000	159,500	159,500	159,500	0	0
		<b>520,000</b>	<b>4,500</b>	<b>135,000</b>	<b>(500,000)</b>	<b>(365,000)</b>	<b>159,500</b>	<b>159,500</b>	<b>159,500</b>	<b>0</b>	<b>0</b>
<b>Head of Housing Property</b>											
108	Disabled Facilities Grants	741,000	272,834	0	0	0	1,013,834	392,899	1,013,834	0	0
		<b>741,000</b>	<b>272,834</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,013,834</b>	<b>392,899</b>	<b>1,013,834</b>	<b>0</b>	<b>0</b>
<b>Head of Development</b>											
112	Affordable Housing Development Fund	311,000	487,594	0	0	0	798,594	(257,042)	798,594	0	0
113	Temporary Accommodation - creation of new units	0	275,201	0	0	0	275,201	203,536	275,201	0	0
114	Aragon Close - Creation of Affordable Housing Move-on Units	0	824,288	0	0	0	824,288	695,082	824,288	0	0
		<b>311,000</b>	<b>1,587,083</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,898,083</b>	<b>641,577</b>	<b>1,898,083</b>	<b>0</b>	<b>0</b>
<b>Head of Commercial Development</b>											
118	Highbarns Land Stabilisation Project	0	0	0	0	0	0	2,600	0	0	0
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,600</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Head of Community Safety</b>											
122	Rolling Programme - CCTV Cameras	25,000	11,290	0	(11,290)	(11,290)	25,000	0	25,000	0	0
123	Alarm Receiving Centre	0	33,627	0	(33,627)	(33,627)	0	0	0	0	0
124	CCTV Equipment Refresh	110,000	(55,460)	0	(54,540)	(54,540)	0	(15,940)	0	0	0
125	Verge Hardening Programme	150,000	114,036	0	(164,036)	(164,036)	100,000	58,743	100,000	0	0
		<b>285,000</b>	<b>103,493</b>	<b>0</b>	<b>(263,493)</b>	<b>(263,493)</b>	<b>125,000</b>	<b>42,803</b>	<b>125,000</b>	<b>0</b>	<b>0</b>
	<b>Totals: Housing and Community</b>	<b>1,857,000</b>	<b>1,967,910</b>	<b>135,000</b>	<b>(763,493)</b>	<b>(628,493)</b>	<b>3,196,417</b>	<b>1,239,380</b>	<b>3,196,417</b>	<b>0</b>	<b>0</b>
<b>Strategic Planning and Environment</b>											
<b>AD Place, Community and Enterprise</b>											
133	Urban Park/Education Centre (Durrants Lakes)	0	134,015	0	(108,915)	(108,915)	25,100	0	25,100	0	0
134	The Bury - Conversion into Museum and Gallery	0	53,150	0	(53,150)	(53,150)	0	0	0	0	0
		<b>0</b>	<b>187,165</b>	<b>0</b>	<b>(162,065)</b>	<b>(162,065)</b>	<b>25,100</b>	<b>0</b>	<b>25,100</b>	<b>0</b>	<b>0</b>
<b>Head of Environmental Services</b>											
138	Waste Services IT upgrade	80,000	0	0	0	0	80,000	0	80,000	0	0
139	Wheeled Bins & Boxes for New Properties	100,000	0	0	0	0	100,000	105,882	100,000	0	0
140	Litter Bin Upgrade	40,000	0	0	0	0	40,000	30,535	40,000	0	0
141	Play Areas & Open Spaces - replace equipment	250,000	0	152,486	0	152,486	402,486	267,454	267,454	(135,032)	0
142	Resurfacing Works and Building Improvement to Depot	0	60,000	0	0	0	60,000	0	60,000	0	0
143	Chipperfield Common Car Park Resurfacing	0	200,000	0	0	0	200,000	0	200,000	0	0
144	Gadebridge Park Walled Garden Pathway Improvements	30,000	0	0	0	0	30,000	23,628	23,628	0	(6,372)
145	Improvements to Sport Pitches	35,000	0	0	0	0	35,000	29,868	35,000	0	0
146	Waste Transfer Site Upgrade Works	400,000	0	0	0	0	400,000	0	400,000	0	0
147	Fleet Replacement Programme	919,988	1,943,640	0	(1,378,100)	(1,378,100)	1,485,528	288,540	816,002	(669,526)	0
		<b>1,854,988</b>	<b>2,203,640</b>	<b>152,486</b>	<b>(1,378,100)</b>	<b>(1,225,614)</b>	<b>2,833,014</b>	<b>745,906</b>	<b>2,022,084</b>	<b>(804,558)</b>	<b>(6,372)</b>



<b>Head of Property Services</b>													
151	Boxmoor War Memorial Structural Improvements	40,000	(500)	0	0	0	<b>39,500</b>	28,375	<b>39,500</b>	0	Appendix D	0	
152	Gadebridge Park Roadway Improvements	110,000	0	0	0	0	<b>110,000</b>	109,978	<b>109,978</b>	0		(22)	
153	Allotment Improvement Programme	40,000	16,750	0	(56,750)	(56,750)	<b>0</b>	0	<b>0</b>	0		0	
154	Stone Works to Charter Tower	0	18,000	0	(18,000)	(18,000)	<b>0</b>	0	<b>0</b>	0		0	
155	Nickey Line Bridge Refurbishment	0	50,000	0	0	0	<b>50,000</b>	0	<b>20,000</b>	(30,000)		0	
		<b>190,000</b>	<b>84,250</b>	<b>0</b>	<b>(74,750)</b>	<b>(74,750)</b>	<b>199,500</b>	<b>138,352</b>	<b>169,478</b>	<b>(30,000)</b>		<b>(22)</b>	
<b>Head of Development Management</b>													
159	Tablets for Planning	0	0	0	0	0	<b>0</b>	625	<b>0</b>	0		0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>625</b>	<b>0</b>	<b>0</b>		<b>0</b>	
<b>Totals: Strategic Planning and Environment</b>		<b>2,044,988</b>	<b>2,475,055</b>	<b>152,486</b>	<b>(1,614,915)</b>	<b>(1,462,429)</b>	<b>3,057,614</b>	<b>884,883</b>	<b>2,216,661</b>	<b>(834,558)</b>		<b>(6,395)</b>	
<b>Totals - Fund: General Fund</b>		<b>20,066,988</b>	<b>5,564,811</b>	<b>287,486</b>	<b>(17,126,564)</b>	<b>(16,839,078)</b>	<b>8,792,721</b>	<b>2,782,361</b>	<b>6,690,677</b>	<b>(2,098,870)</b>		<b>(3,174)</b>	
<b>Housing Revenue Account</b>													
<b>Housing and Community</b>													
<b>Head of Housing Property</b>													
171	Planned Fixed Expenditure	7,942,600	1,358,640	0	0	0	<b>9,301,240</b>	4,638,203	<b>8,280,997</b>	(600,000)		(420,243)	
172	Pain/Gain Share (Planned Fixed Expenditure)	0	0	0	0	0	<b>0</b>	423,227	<b>0</b>	0		0	
173	M&E Contracted Works	1,200,000	0	0	0	0	<b>1,200,000</b>	1,336,949	<b>1,975,000</b>	0		775,000	
174	Communal Gas & Heating	2,500,000	213,275	0	0	0	<b>2,713,275</b>	1,068,761	<b>2,713,275</b>	0		0	
175	DBC Commissioned Capital Works	6,423,400	3,086,293	0	0	0	<b>9,509,693</b>	1,769,266	<b>5,760,500</b>	(3,394,436)		(354,757)	
176	Special Projects	0	513,021	0	0	0	<b>513,021</b>	0	<b>513,021</b>	0		0	
		<b>18,066,000</b>	<b>5,171,229</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,237,229</b>	<b>9,236,406</b>	<b>19,242,793</b>	<b>(3,994,436)</b>		<b>0</b>	
<b>Head of Development</b>													
180	New Build - General Expenditure	184,000	(184,000)	0	0	0	<b>0</b>	4,239	<b>0</b>	0		0	
181	Martindale	0	0	0	0	0	<b>0</b>	(33,730)	<b>0</b>	0		0	
182	Bulbourne	1,317,354	901,594	0	(1,388,948)	(1,388,948)	<b>830,000</b>	8,306	<b>8,206</b>	(821,794)		0	
183	Coniston Road	283,000	306,730	0	(62,990)	(62,990)	<b>526,740</b>	302,620	<b>402,315</b>	(124,425)		0	
184	Eastwick Row	2,952,080	4,822,263	0	(1,691,283)	(1,691,283)	<b>6,083,060</b>	3,314,934	<b>4,243,052</b>	(1,840,008)		0	
185	St Margaret's Way	1,032,741	216,916	0	(1,116,097)	(1,116,097)	<b>133,560</b>	18,623	<b>870,256</b>	736,696		0	
186	Paradise Fields	10,739,486	1,949,209	0	(8,234,635)	(8,234,635)	<b>4,454,060</b>	2,202,933	<b>4,468,309</b>	14,249		0	
187	Randalls Ride	3,169,961	1,069,885	0	(2,285,026)	(2,285,026)	<b>1,954,820</b>	584,349	<b>1,213,647</b>	(741,173)		0	
188	Garage Sites - New Build Developments	2,763,580	2,239,042	0	(1,556,252)	(1,556,252)	<b>3,446,370</b>	1,474,017	<b>2,038,851</b>	(1,407,519)		0	
189	Wilstone	1,026,897	659,593	0	(215,190)	(215,190)	<b>1,471,300</b>	922,383	<b>1,444,654</b>	(26,646)		0	
190	Marchmont Fields	4,054,000	2,923,395	0	(3,224,165)	(3,224,165)	<b>3,753,230</b>	149,894	<b>3,584,683</b>	(168,547)		0	
191	Paradise Depot	1,031,000	1,578,483	0	2,400,117	2,400,117	<b>5,009,600</b>	72,659	<b>2,743,659</b>	(2,265,941)		0	
192	Cherry Bounce	(127,690)	367,643	0	(233,165)	(233,165)	<b>6,788</b>	16,973	<b>7,137</b>	349		0	
193	Stoneycroft and Great Sturgess	0	0	0	248,040	248,040	<b>248,040</b>	83,913	<b>238,683</b>	(9,357)		0	
194	Garage Sites B	0	0	0	81,790	81,790	<b>81,790</b>	39,064	<b>59,064</b>	(22,726)		0	
195	Great Sturgess Road	0	0	0	0	0	<b>0</b>	41,173	<b>50,553</b>	50,553		0	
		<b>28,426,409</b>	<b>16,850,753</b>	<b>0</b>	<b>(17,277,804)</b>	<b>(17,277,804)</b>	<b>27,999,358</b>	<b>9,202,348</b>	<b>21,373,069</b>	<b>(6,626,289)</b>		<b>0</b>	
<b>Totals: Housing and Community</b>		<b>46,492,409</b>	<b>22,021,982</b>	<b>0</b>	<b>(17,277,804)</b>	<b>(17,277,804)</b>	<b>51,236,587</b>	<b>18,438,754</b>	<b>40,615,862</b>	<b>(10,620,725)</b>		<b>0</b>	
<b>Totals - Fund: Housing Revenue Account</b>		<b>46,492,409</b>	<b>22,021,982</b>	<b>0</b>	<b>(17,277,804)</b>	<b>(17,277,804)</b>	<b>51,236,587</b>	<b>18,438,754</b>	<b>40,615,862</b>	<b>(10,620,725)</b>		<b>0</b>	
<b>Totals</b>		<b>66,559,397</b>	<b>27,586,793</b>	<b>287,486</b>	<b>(34,404,368)</b>	<b>(34,116,882)</b>	<b>60,029,308</b>	<b>21,221,115</b>	<b>47,306,539</b>	<b>(12,719,595)</b>		<b>(3,174)</b>	



## Strategic Planning and Environment Overview and Scrutiny Committee

<b>Report for:</b>	Strategic Planning and Environment Overview and Scrutiny Committee
<b>Title of report:</b>	Air Quality Action Plan and Air Quality Management Area Review
<b>Date:</b>	1 <sup>st</sup> Feb 2023
<b>Report on behalf of:</b>	Councillor Banks, Portfolio Holder for Communities
<b>Part:</b>	I
<b>If Part II, reason:</b>	N/A
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>Annual Mean Monitoring Results for Air Quality Monitoring Area 3</li> <li>Draft Revocation Order for Air Quality Monitoring Area 3</li> </ol>
<b>Background papers:</b>	<p>2021 Air Quality Annual Status Report</p> <p>Air Quality Action Plan 2019 -2024 (updated post pandemic)</p> <p>Hertfordshire Local Authorities Report on Particulate Matter (PM<sup>2.5</sup>) in Ambient Air 2020</p>
<b>Glossary of acronyms and any other abbreviations used in this report:</b>	<p>LAQM Local Air Quality Management</p> <p>AQMA Air Quality Management Area</p> <p>AQMP Air Quality Management Plan</p> <p>AQASR Air Quality Annual Status Report</p> <p>NOx Nitrogen Oxides</p> <p>PM2.5 particulates of max size 2.5 microns</p> <p>HCC Herts County Council</p> <p>CEE Climate and Ecological Emergency strategy</p> <p>DEFRA Department of Environment, Food and Rural Affairs</p> <p>EVs Electric Vehicles</p> <p>ORCS On Street Residential Charging Scheme</p>

### Report Author / Responsible Officer

Emma Walker, Head of Regulatory Services



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<b>Corporate Priorities</b>	A clean, safe and enjoyable environment
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	<p>Ensuring economic growth and prosperity</p> <p>Ensuring efficient, effective and modern service delivery</p> <p>Climate and ecological emergency</p>
<b>Wards affected</b>	All
<b>Purpose of the report:</b>	To provide an update on progress made by the team and partners against the Air Quality Action Plan and provide background to the proposed revocation of an Air Quality Management Area.
<b>Recommendation (s) to the decision maker (s):</b>	<ol style="list-style-type: none"> <li>1. That the content of the Air Quality Action Plan 2019-24 be noted.</li> <li>2. Agreement be given to begin the revocation process for the Northchurch Air Quality Management Area.</li> <li>3. Agreement be given to widening air quality monitoring to include PM 2.5 using portable units.</li> </ol>
<b>Period for post policy/project review:</b>	

## 1 Introduction/Background:

Air pollution is associated with a number of adverse health impacts and disproportionately affects the most vulnerable in society: children, the elderly and those with existing heart and lung conditions. Since 1997 Local Authorities in England have been required to undertake regular assessments and reviews of their local air quality. This involves comparing local air quality against nationally set objectives for a range of pollutants to protect health and the environment. As part of this work Local Authorities identify areas of concern where these objective limits are unlikely to be met and there is a relevant exposure such as housing, schools, hospitals etc. Where objectives are unlikely to be met Local Authorities must declare an Air Quality Management Area (AQMA) and put in place a plan to improve local air quality. This process is known as Local Air Quality Management (LAQM).

In 2012 three Air Quality Management Areas were declared in the Dacorum area. These are:

AQMA 1: Lawn Lane, Hemel Hempstead

AQMA 2: London Road, Apsley

AQMA 3: High Street, Northchurch

These were declared due to an exceedance of the annual mean objective for nitrogen oxides (NO<sup>x</sup>) primarily due to contributions from road transportation sources.

## 2 Key Issues/proposals/main body of the report:

Levels at AQMA 1 and AQMA 2 have remained consistently above the objective level. In contrast levels at AQMA 3 in Northchurch have been showing compliance for the last five years, that is pre lockdown,

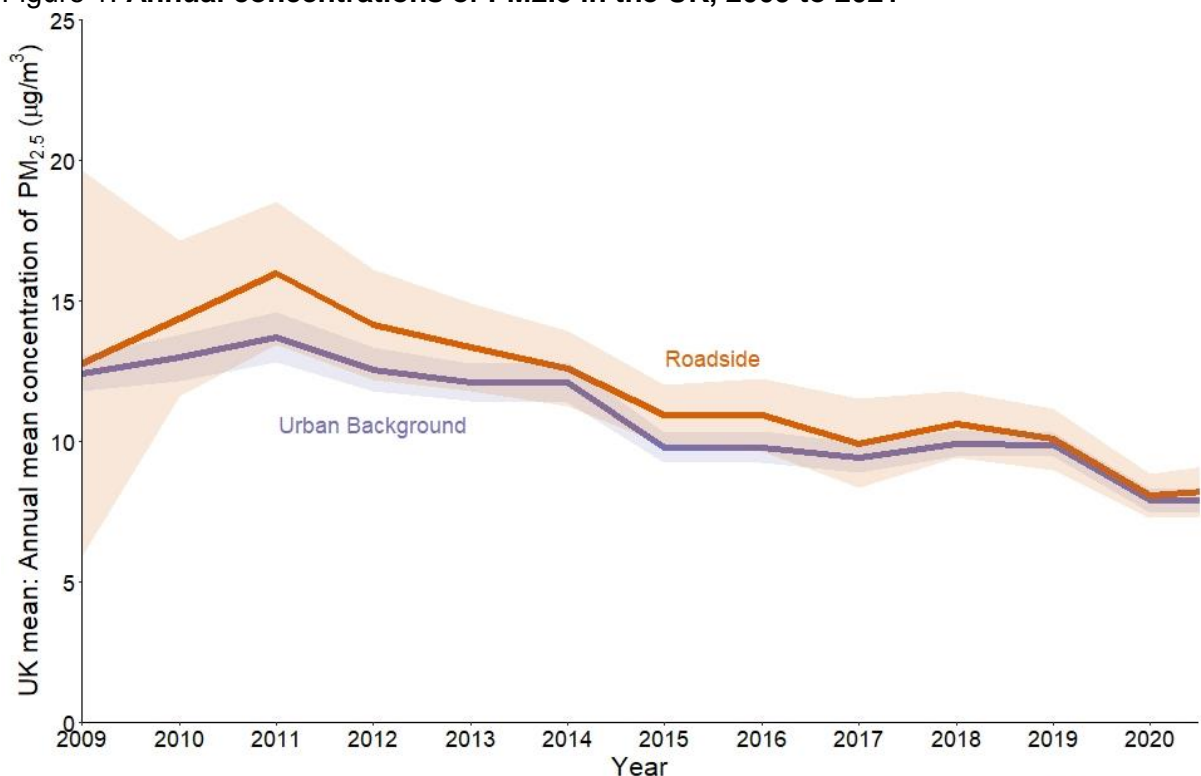
during and post lockdowns. With the onset of the Covid pandemic in 2020 and the government instruction to stay home/local or only travel when essential and the subsequent reductions in local and regional traffic activity translated into substantial improvements in NO<sup>x</sup> levels at AQMA locations 1 and 2 in Lawn Lane, Hemel Hempstead and London Road, Apsley. However these results are being treated as exceptional and directly linked to the unprecedented impact of the pandemic restrictions. Whilst levels at AQMA 3 have remained compliant with road traffic having returned to the new normal however levels at the other two locations have reverted back to their pre-pandemic levels.

At present we monitor air quality via passive diffusion tubes (currently 68 tubes are used at locations across the Borough and are changed monthly). We also have a real time analyser located in AQMA 3 at Northchurch. We measure for both NO<sup>x</sup> and PM 2.5 (fine particulate matter) at this location. PM2.5 levels are below the objective level at this location.

### Particulate Matter (PM2.5)

Roadside PM2.5 pollution nationally has decreased overall despite a period of relative stability between 2015 and 2019. In general, annual average concentrations of PM2.5 at the roadside have decreased from 12.8 µg/m<sup>3</sup> in 2009 to 8.3 µg/m<sup>3</sup> in 2021, rising by 0.26 µg/m<sup>3</sup> since the lowest point in 2020. This is shown in figure 1 below.

Figure 1: Annual concentrations of PM2.5 in the UK, 2009 to 2021



Source: Ricardo Energy & Environment

We are currently in discussion with Hertfordshire County Council (HCC) regarding the expansion of monitoring for PM 2.5 across Dacorum. HCC have their own network of analysers that are monitoring across Hertfordshire as a whole and also utilise our data from the Real Time Analyser at Northchurch. We are considering the purchase and use of further, mobile, units that we can deploy to locate in any areas where objective levels may not be met across the Borough so as to inform future actions. There is at present no statutory obligation for Local Authorities to monitor concentrations of PM<sup>2.5</sup> however there is an expectation that Local Authorities will work to reduce emissions/concentrations of PM<sup>2.5</sup>.

### **Annual Status Report 2021. Summary:**

A priority for the Council during the last 2 years has been responding to the impact of COVID-19. Officers within the Environmental and Community Protection team were redeployed to prioritise functions linked to local test and trace and ensuring compliance with various iterations of COVID regulation connected to the operation of business and their COVID secure obligations. Therefore opportunities to progress actions to improve air quality were limited to addressing the previous commentary provided by DEFRA in respect of the Council's draft Air Quality Action Plan (AQAP), specifically updating source apportionment work and undertaking a feasibility assessment and prioritisation of AQAP measures.

We are now refocused on work around Air Quality post-Covid and with the re-initiation of the Air Quality Steering Group in June 2022.

A Climate Emergency and Sustainability Programme Lead Officer was appointed in July 2020. The role of this officer is to develop and support the delivery of the Climate and Ecological Emergency strategy (CEE) and action plan in order to achieve these targets. The four key focuses for this CEE work are sustainable transport, energy use in buildings, sustainable communities and biodiversity. The officer has been invited to, and is actively involved in, the Air Quality Steering Group from June 2022.

Some of the early work of the draft Air Quality Action Plan (AQAP) has been transferred to the CEE Action Plan and work has begun on the development of an Electric Vehicle Strategy for the borough. We intend to develop this EV strategy further when the Government releases its Transport Decarbonisation Plan and Hertfordshire County Council releases its own Electric Vehicle Strategy. Both of these documents impact the work that we can do locally. We have made progress in the following areas:

- An internal Sustainable Transport Plan- Climate Emergency group has been established, with an Electric Vehicle sub-group.
- An Electric Vehicle Charging Infrastructure study has been carried out with a sustainability consultant. The key highlights from this work to are:
  - Within Dacorum it is anticipated we will have at least 30,000 EVs by 2030
  - At least one third of households in the district are unable to charge at home
  - Between 600-700 on-street EV charge points will be required to meet demand
- An ongoing Electric Vehicle Residents Survey has been launched on our website which has already had nearly 2000 responses.
- Dacorum have committed to apply to the government's On-Street Residential Charge Point Scheme (ORCS) this financial year
  - Potential sites for EV charge points have been identified
  - Feasibility studies for these sites are in the process of being carried out
  - We have partnered with a supplier to deliver these additional charge points
  - Both the resident's survey and consultancy report were designed to be used as evidence for this ORCS application.

One of our internal high level targets is to decarbonise the Council's fleet by 2030. This will entail creating sufficient charging infrastructure as well as procuring the vehicles. We will also be working on a variety of behavioural change initiatives within the borough to encourage more sustainable transport.

Aside from transport, additional studies are also taking place into the current tree stock and future tree planting strategies are being developed.

## **Air Quality Action Plan 2019-24. Progress:**

With partners we have made the following progress on the Air Quality Action Plan Objectives:

- **Objective - Influence emission reduction from new developments**

Planning conditions have been reviewed and implemented regarding travel plans, electric vehicle charging points and cleaner energy sources (low NOx boilers and alternative heat sources such as heat pumps)

- **Objective - Potential to relocate bus stops and on-street parking in the Northchurch AQMA**

This is in progress via Hertfordshire County Council as the Highways Authority as part of the wider infrastructure strategy. Numerous improvements have been actioned in this location over recent years including an changes to traffic light timing /management and an assessment of vehicle pinch points which have contributed to the sustained reduction in NOx in this area,

- **Objective - Clean Air Zone (CAZ) feasibility study**

A Clean Air Zone feasibility study was conducted in 2019 with the results finding this not to be feasible. Given the borough wide improvements in Air Quality it is unlikely that this will be revisited.

- **Objective - Private hire and taxi vehicle emissions policy**

Working with HCC via the Hertfordshire Climate Change and Sustainability Partnership this has now been put in place and will not only apply to Dacorum taxis but is being rolled out across the County.

- **Objective - Emission based parking charges**

This objective was discussed with the HCC Air Strategy Lead Officer it was found that, beyond offering free parking to vehicles using EV charging points, this is a very difficult proposal to manage with an expensive start-up cost so this was not pursued further.

The following Objectives remain outstanding and will remain part of the Air Quality Action Plan Objectives until these have been explored with partners:

- Workplace parking levy
- Advanced quality bus partnership

Promoting sustainable travel and discouraging the use of single car journeys.

## **Northchurch Air Quality Management Area:**

With the above background in mind it is proposed to revoke AQMA 3 at Northchurch in consultation with DEFRA.

Before deciding to revoke an AQMA, DEFRA advise the following:

*Pollutant concentrations may vary significantly from one year to the next, due to the influence of meteorological conditions, and it is important that authorities avoid switching between declaring, revoking and declaring again, due to these variations. Before revoking an AQMA on the basis of measured pollutant concentrations, the authority therefore needs to be reasonably certain that any future exceedances (that might occur in more adverse meteorological conditions) are unlikely. For this reason, it is expected that authorities will need to consider measurements carried out over several years or more, national trends in emissions, as well as local factors that may affect the AQMA, including measures introduced as part of the Action Plan, together with information from national monitoring on high and low pollution years.*

We are confident that future exceedances of objective levels at AQMA 3 at Northchurch are unlikely. We have considered the current planning proposal for the Marshcroft Development and have required modelling be completed by the applicants to ensure this development will not have a negative impact on air quality at this location which could require the need for us to need to again declare an AQMA at this location.

### **3 Options and alternatives considered**

There are two options for the Northchurch AQMA at present, these are:

- Revocation of the AQMA at Northchurch or,
- Continuation of monitoring at this location.

### **4 Consultation**

Consultation was carried out as part of establishing the AQMAs.

### **5 Financial and value for money implications:**

Budget provision for replacement monitoring equipment is included within the capital programme.

### **6 Legal Implications**

Legal requirements referred to in text of report.

### **7 Risk implications:**

As previously advised officers are confident that future exceedances of the objective level at this location are unlikely however there is no guarantee that this will remain so due to the many variables that can impact on air quality that are outside of our control.

### **8 Equalities, Community Impact and Human Rights:**

Community Impact Assessment carried out and no negative impacts have been highlighted.

Human Rights – There are no human rights implications arising from this report.

### **9 Sustainability implications (including climate change, health and wellbeing, community safety)**

Poor air quality has a significant damaging impact on health. The LAQM approach seeks to reduce this

### **10 Council infrastructure (including Health and Safety, HR/OD, assets and other resources)**

N/A

### **11 Conclusions:**

This report notes progress in implementing the AQMP 2019-24 and recommends revocation of the AQMA Northchurch because monitoring shows consistent achievement of the target level for NOx.

Appendix 1. Annual Mean NOx Monitoring Results for AQMA 3 at Northchurch

## Year

Location	2016	2017	2018	2019	2020	2021
DC31	42.4	42.3	33.0	32.7	32.0	30.1
DC32	43.6	40.4	34.2	32.9	33.2	31.2
DC33	40.5	42.6	33.6	33.9	32.6	31.2
DC35	33.3	34.2	36.2	38.6	26.7	27.1
DC36	34.6	33.1	35.5	37.6	27.1	26.9
DC37	35.2	35.2	37.8	37.2	27.4	27.9
DC38	26.1	23.9	25.4	23.8	19.0	18.1
DC39	25.4	23.4	25.9	24.3	19.2	18.9
DC40	24.8	23.9	24.8	24.9	18.9	18.7

NB the objective level for NO<sub>x</sub> is 40 µg/m<sup>3</sup>

The data for 2022 is currently not complete (December's diffusion tubes are yet to be processed) and has not been adjusted in line with Defra reporting requirements so we are unable to provide this at present, however the reduction trend is continuing across the board.

**This section should summarise the main findings and implications of the report but not repeat the recommendations**





**DACORUM BOROUGH COUNCIL**

**ORDER 2022**

**ENVIRONMENT ACT 1995 Part IV SECTION 83(2)(b)**

**Dacorum Borough Council, in exercise of the powers conferred on it by Section 83 (2)(b) of the Environment Act 1995 HEREBY makes the following order:-**

1. This order shall revoke the area known as '**Air Quality Management Area 3. High Street, Northchurch.**' for Nitrogen Dioxide (NO<sub>2</sub>) in the area shown in the attached map.
2. The Order shall come into force on 1<sup>st</sup> February 2023

The Common Seal of Dacorum Borough Council

Was hereunto affixed

In the presence of:

Signed.....

Name.....

On this the .....2022



Legend

AQMA Boundary

Contains Ordnance Survey Data Crown Copyright and Database Right [2020]

Location: High Street, Northchurch

AQMA Order No. 3 – High Street, Northchurch incorporating local monitoring locations

Declared June 2012, amended Oct 2013

Figure No. 1

# Dacorum BC Community Impact Assessment (CIA) Template

Policy / service / decision

Environmental and Community Protection (Pollution) – Air Quality Management

## Description of what is being impact assessed

*What are the aims of the service, proposal, project? What outcomes do you want to achieve? What are the reasons for the proposal or change? Do you need to reference/consider any related projects?*

*Stakeholders; Who will be affected? Which protected characteristics is it most relevant to? Consider the public, service users, partners, staff, Members, etc*

*It is advisable to involve at least one colleague in the preparation of the assessment, dependent on likely level of impact*

The revocation of the Air Quality Management Area in Northchurch following over 5 years of falling Nitrous Oxide levels to well below the declarable levels, the removal and relocation of the Real Time Analyser to a more problematic area.

The widening of Air Quality monitoring to include particulate matter monitoring following concerns raised by members and the Councils requirement to reduce PM2.5 levels as much as possible. This will be achieved by the purchase and deployment of Zephyr PM2.5 monitoring units in addition to sensors being obtained from HCC/Defra to be located near traffic pinch points and schools.

The potential requirement to revise the Air Quality Action Plan considering substantial structural and corporate changes in regards to Air Quality management at a Borough and County level.

## Evidence

### What data/information have you used to assess how this policy/service/decision might impact on protected groups?

*(include relevant national/local data, research, monitoring information, service user feedback, complaints, audits, consultations, CIAs from other projects or other local authorities, etc.). You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.*

Annual data for Nitrous Dioxide concentrations at roadside monitoring locations throughout the borough and assessment of their impact on residential premises as per statutory obligations.

The Annual Status Report for Air Quality 2022 (submitted to Defra)

World Health Organisation Air Quality Health Limits and Guidance

Defra guidance on AQMA Revocation (justification and application)

Concerns raised by Councillors in regards to Particulate matter monitoring.

Consultation with the Air Quality Steering Group

**Who have you consulted with to assess possible impact on protected groups?** *If you have not consulted other people, please explain why? You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.*

Julie Banks – Portfolio Holder

Air Quality Steering Group Members

Emma Walker - Head of Regulatory Services

Richard Le Brun - AD Neighbourhood Delivery

Trevor Pugh – Interim Assistant Director, Neighbourhood Delivery.

**Analysis of impact on protected groups (and others)**

The Public Sector Equality Duty requires Dacorum BC to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. Consider how this policy/service/decision will achieve these aims. Using the table below, detail what considerations and potential impacts against each of these using the evidence that you have collated and your own understanding. Based on this information, make an assessment of the likely outcome, **before** you have implemented any mitigation.

- The PCs of Marriage and Civil Partnership and Pregnancy and Maternity should be added if their inclusion is relevant for impact assessment.
- Use “insert below” menu layout option to insert extra rows where relevant (e.g. extra rows for different impairments within Disability).

<b>Summary of impact</b>		<b>Negative impact / outcome</b>	<b>Neutral impact / outcome</b>	<b>Positive impact / outcome</b>
<b>Protected group</b>	<i>What do you know? What do people tell you? Summary of data and feedback about service users and the wider community/ public. Who uses / will use the service? Who doesn't / can't and why? Feedback/complaints?</i>			
<b>Age</b>	Schools to be included as part of monitoring locations (despite not being non-residential and therefore not a statutory obligation) due to potential severity of health impacts on developing children.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Disability (physical, intellectual, mental)</b>  <i>Refer to CIA Guidance Notes and Mental Illness &amp; Learning Disability Guide</i>	Locations monitored to be reduced in lower risk areas where data consistently well below recommended health levels and expanded in higher risk locations to ensure resource is appropriately managed.  Wider reaching benefits in assessing impact on high risk receptors (the elderly, those suffering with COPD, Asthma, chronic heart and lung conditions)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Gender reassignment</b>	n/a	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Race and ethnicity</b>	n/a	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Religion or belief</b>	n/a	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Sex</b>	n/a	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Sexual orientation</b>	n/a	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Not protected characteristics but consider other factors, e.g. carers, veterans, homeless, low income, loneliness, rurality etc.</b>	<p>Focus of monitoring aimed at increasing our awareness of impacts on all residential properties in high traffic areas (usually lower income/social accommodation).</p> <p>Particulate Matter monitoring to be widened based on concerns from members/the public despite not currently being a statutory requirement.</p> <p>The AQMA in Northchurch being in place has a potential blight on property value on the area. Its removal due to the consistently falling</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>levels of roadside pollutants over a number of years should reverse this.</p>			
<p><b>Negative impacts / outcomes action plan</b></p> <p>Where you have ascertained that there will potentially be negative impacts / outcomes, you are required to mitigate the impact of these. Please detail below the actions that you intend to take.</p>				
<p><b>Action taken/to be taken</b> <i>(copy &amp; paste the negative impact / outcome then detail action)</i></p>	<p><b>Date</b></p>	<p><b>Person responsible</b></p>	<p><b>Action complete</b></p>	
<p>Potential for pollution levels at Northchurch to increase again.</p> <p>Diffusion tubes to remain in-situ at the Real Time Analyser location and a Zephyr PM 2.5 particulate monitor to be installed near the location to actively monitor the area post-revocation.</p>	<p>01/06/2023 (and ongoing)</p>	<p>Lead Environmental Health Officer (Pollution)</p>	<p style="text-align: center;"><input type="checkbox"/></p>	
	<p>Select date</p>		<p style="text-align: center;"><input type="checkbox"/></p>	
	<p>Select date</p>		<p style="text-align: center;"><input type="checkbox"/></p>	
<p><b>If negative impacts / outcomes remain, please provide an explanation below.</b></p>				

The above is a potential consideration for the future as opposed to a negative impact, citing the pro-active methodology in monitoring the area due to be revoked.

<b>Completed by (all involved in CIA)</b>	<b>C Corkerry</b>
<b>Date</b>	<b>10/01/2023</b>
<b>Signed off by</b>	<b>Emma Walker</b>
<b>Date</b>	<b>10/1/2023</b>
<b>Entered onto CIA database - date</b>	
<b>To be reviewed by (officer name)</b>	
<b>Review date</b>	





# Strategic Planning & Environment Overview and Scrutiny Committee

<b>Report for:</b>	Strategic Planning & Environment Overview and Scrutiny Committee
<b>Title of report:</b>	Release of Community Infrastructure Levy Core Funds
<b>Date:</b>	1st February 2023
<b>Report on behalf of:</b>	Councillor Alan Anderson, Portfolio Holder for Place
<b>Part:</b>	I
<b>If Part II, reason:</b>	N/A
<b>Appendices:</b>	<p>Appendix 1: Breakdown of CIL funds collected to date</p> <p>Appendix 2: Parish and Neighbourhood CIL Amounts Held</p> <p>Appendix 3: Revised Terms of reference for the Infrastructure Advisory Group</p> <p>Appendix 3a: Proposed Governance Map for the Infrastructure Advisory Group</p> <p>Appendix 4 – Assessment Criteria</p> <p>Appendix 5 – Example Projects to be assessed</p> <p>Appendix 6 – Community Impact Assessment</p>
<b>Background papers:</b>	<p>1. Report to Cabinet – Governance Arrangement for the Community Infrastructure Levy (28 November 2016) - <a href="https://democracy.dacorum.gov.uk/documents/g529/Public%20reports%20pack%2029th-Nov-2016%2019.30%20Cabinet.pdf?T=10">https://democracy.dacorum.gov.uk/documents/g529/Public%20reports%20pack%2029th-Nov-2016%2019.30%20Cabinet.pdf?T=10</a></p> <p>2. Draft Infrastructure Delivery Plan (Regulation 18 consultation) - <a href="https://www.dacorum.gov.uk/home/planning-development/planning-strategic-planning/new-single-local-plan/technical-work-for-the-early-partial-review">https://www.dacorum.gov.uk/home/planning-development/planning-strategic-planning/new-single-local-plan/technical-work-for-the-early-partial-review</a></p>
<b>Glossary of acronyms and any other abbreviations used in this report:</b>	<p>IBP: Infrastructure Business Plan</p> <p>CIA: Community Impact Assessment</p> <p>CIL: Community Infrastructure Levy</p> <p>IAG: Infrastructure Advisory Group</p> <p>IDP: Infrastructure Delivery Plan</p> <p>IFS: Infrastructure Funding Statement</p>

**Report Author / Responsible Officer**

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<b>Corporate Priorities</b>	A clean, safe and enjoyable environment Building strong and vibrant communities Ensuring economic growth and prosperity
<b>Wards affected</b>	ALL
<b>Purpose of the report:</b>	<ol style="list-style-type: none"> <li>1. To consult the Committee on proposals to release a portion of the Core Community Infrastructure Levy (CIL) currently held by the Council.</li> <li>2. To consult the Committee on proposals to amend the role and membership of the Infrastructure Advisory Group (IAG).</li> <li>3. To consult the Committee on the method of assessing potential projects for CIL Core funding.</li> </ol>
<b>Recommendation (s) to the decision maker (s):</b>	<p>That the Committee recommends to Cabinet the following:</p> <ol style="list-style-type: none"> <li>1. Release 20% (£3,027,519) of CIL core funds collected to the end of financial year 2021/22 and allocate this towards the delivery of priority infrastructure projects in advance of the Local Plan.</li> <li>2. Remove the bidding process and reconvene the IAG to make recommendations on the allocation of money based on the Council’s strategic objectives as set out in the Infrastructure Delivery Plan.</li> <li>3. Support the changes to Governance and Terms of Reference for the IAG.</li> </ol>

	<p>4. That released Core CIL will be fenced by settlement.</p> <p>5. The above is reviewed annually in line with the Councils Infrastructure Funding Statement (IFS).</p>
<b>Period for post policy/project review:</b>	<b>Annual</b>

## 1. Introduction/Background

- 1.1. The Community Infrastructure Levy (CIL) is a mechanism for collecting financial contributions from new developments to help fund the provision of infrastructure required to support housing and commercial growth in the Borough. It is a tariff style system applied to the area of the development as a cost per square metre and may vary by both use and location.
- 1.2. The Borough Council is the Charging Authority for CIL. It is responsible for setting the proposed CIL rate, collecting the charges and spending the CIL income. The Council adopted its CIL Charging Schedule on the 25th February 2015 and started charging its CIL on all new developments receiving planning permission from the 1st July 2015.
- 1.3. The Borough Council is required to allocate CIL funding to the local community (15%). They may also allocate funds for the purposes of administration (5%) under where the release of these funds can be justified. The bulk of CIL funding (80%) sits in a further pot from where it may be allocated towards its infrastructure projects and priorities. The following table sets out the total funds collected and spent up until the end of the 2021/22 financial year. A more detailed breakdown is provided at Appendix 1.

Percentage	Allocation	Total CIL collection (up to 31 March 2022)	CIL spent/allocated (up to 31 March 2022)	CIL Balances (as of 31 March 2022)
5%	Administration of CIL	£942,494	£942,494	£0
15% (or 25% where there is a neighbourhood plan in place)	Neighbourhood CIL - allocated to town/parish and other neighbourhood areas	£2,805,802	£1,761,190 *	£1,044,612
80%	Core fund - held and spent directly by Dacorum Borough Council on new infrastructure items.	£15,137,594	£0	£15,137,594

\* Note this amount has not all been spent on projects to date, but has been transferred to the town/parish councils and other neighbourhood areas.

- 1.4. The Council currently transfer CIL bi-annually to the Town and Parish Councils and relevant areas under this regulation. Town and Parish Councils are not constrained in the use of such sums to the provision of new infrastructure and may use funding broadly to support the needs arising from growth (though is not suited to long term revenue use as they are one-offs).
- 1.5. In the case of unparished areas the Council retains this portion of CIL but works with Ward councillors to discuss the use of these funds with officers. Ward councillors will be supported in the determination of appropriate infrastructure projects and their delivery by officers at both a Borough and County level.

1.6. A breakdown of the total amount of CIL funding currently held by Parish Councils and other wards is set out in Appendix 2

## 2. Current Arrangements Governing Core CIL Funding

- 2.1. The remaining, or Core, CIL funds should be allocated by the Council towards the infrastructure requirements arising from the growth planned in the Council’s Local Plan. At a strategic level, these needs are identified in the IDP which sets out the infrastructure plans and funding arrangements of infrastructure providers. This plan is a “live” document and is subject to regular discussion and review. It is published on the website (<http://www.dacorum.gov.uk/home/planning-development/planning-strategicplanning/evidence-base/infrastructure-and-delivery>).
- 2.2. The Council to date has deferred releasing Core CIL until the new Local Plan is adopted, accompanied by a new IDP that identifies the infrastructure needs to support the growth coming forward. This would provide the Council with a complete picture of new infrastructure requirements alongside the new Local Plan. However there have been a number of delays to the Local Plan with the plan not currently being adopted until 2025. Moreover, Government has recently published a series of proposed changes to national planning policy which are unlikely to expedite plan production in Dacorum.
- 2.3. As a consequence of the delay future infrastructure investment in the Borough could be delayed. The Council therefore considers it appropriate to release a portion of its Core CIL funds to allow infrastructure to be delivered in the short term.
- 2.4. The following options have been considered to release CIL core funds.

	Pros	Cons
<b>Option 1:</b> Retain 100% of CIL core funds obtained to date until the Local Plan and new IDP is finalised/adopted.	CIL is a limited pot of funding available for the delivery of strategic infrastructure. By waiting until the Local Plan and new IDP is finalised/adopted the Council can ensure that CIL is used to its maximum potential to fund the most appropriate and highest priority projects.	Development continues to come forward and infrastructure continues to be needed to mitigate its impact. In the face of the delays to the local plan, retaining the CIL core funds collected from development that has already come forward could prevent infrastructure that is required immediately being delivered.
<b>Option 2:</b> Release all CIL funds collected to the end of financial year 2021/22 to be used for currently known infrastructure priorities.	This option allows the Council to make a significant and immediate contribution to meeting infrastructure needs across the Borough. It will also reduce risk of “salami slicing” the available funds.	Risk of less CIL available to support the delivery of key infrastructure priorities that will be finalised through the emerging Local Plan process.
<b>Option 3:</b> Allocate/spend 20% (£3,027,519) of funds	This option allows DBC to retain a majority of the CIL money until the Local Plan and IDP is finalised whilst allowing to spend some of the core funds to deliver current infrastructure requirements.	This amount of CIL core funds released (£3,027,519) risks some ‘salami slicing’ of the available funds without being able to invest sufficient funds to deliver projects that may have a much greater strategic need.
<b>Option 4:</b> Allocate/spend 35% (£5,298,158) of funds	This option allows DBC to retain some of the CIL money until key infrastructure projects are finalised through the IDP process whilst allowing to spend some of the core funds to deliver current infrastructure requirements. By releasing in excess of £5million it allows for investment in larger scale projects and/or a larger number of projects which are likely to have a more significant impact than Option 3.	The relatively small amount of CIL core funds released (£5,298,158) risks some ‘salami slicing’ the funds without being able to invest sufficient funds to deliver projects with significant impact although this risk is less than Option 3. It would leave a smaller amount of Core CIL for use towards other priorities as the Local Plan is finalised.

- 2.1 The Council considers Option 3 balances the need to deliver projects in the short term but to also reduces the risk that a larger amount of Core CIL is 'salami sliced' minimising its overall impact. All options would include a retained contingency of 10% which could be used to support shortfalls or smaller projects.

### **3. Existing Governance arrangements**

- 3.1 Under the existing governance arrangements as adopted by Cabinet in November 2016, prioritisation of bids for CIL spending are made by an Infrastructure Advisory Group (IAG). The IAG was set up to provide leadership on the delivery of infrastructure and coordinate the funding of new infrastructure items working in partnership with other organisations and to provide a coordinated approach to infrastructure planning between tiers of government and Dacorum.
- 3.2 As part of its role the IAG was to make recommendations to Council on how the CIL core funds are allocated and determine which submissions for CIL funding (following and open bidding process) should be prioritised. The intention was for CIL monies to be focused on the delivery of those infrastructure projects which aligned with the Infrastructure Delivery Plan (IDP) and a proposed Infrastructure Business Plan (IBP) making the best use of CIL funds.
- 3.3 The recommendations of the IAG would be made via an Infrastructure Business Plan (IBP), which will set out the Council's priorities for allocating CIL money on a short, medium and long term basis. This document intended to focus on the delivery of infrastructure and making the best use of CIL funds and should align with the IDP.
- 3.4 The IAG would operate within an agreed framework for considering submissions for CIL funding to ensure that funding would be encouraged for those items of infrastructure that fit within a select group of local themes. Submissions for funding were initially to be assessed by officers for suitability allowing any bids falling outside of the chosen CIL themes/budgets/timescales to be removed. The IAG and applicants would be advised of the reasons why bids fail to progress beyond this stage. The submissions which pass this stage will be referred to the IAG for more detailed consideration.

### **4. Proposed Governance arrangements**

- 4.1 It is vital that in considering the release of significant sums of money the Council put in place a robust system for identifying and assessing potential projects and ensures appropriate governance arrangements are in place for the operation of the new system. These arrangements need to ensure the identification and assessment of projects is based on need and the assessment is objective. This will ensure that monies are not diverted to low priority schemes that provide little benefit to the wider community or do not meet identified growth pressures. Officers also consider the decision making process needs to be reformed to ensure both transparency and accountability but to ensure the approach is more proportional to the sums being released. Officers consider that the existing process for releasing Core CIL and the Terms of Reference for the IAG needs to be updated to reflect this.
- 4.2 Officers feel that a number of overarching principles should be set out guide the new arrangements. These are:
1. The release of Core CIL is to be used for 'strategic priorities'.
  2. The Dacorum Infrastructure Delivery Plan (IDP) will be the key document for identifying infrastructure priorities and in order to be considered for CIL core funding the project will need to have been included in the IDP as a strategic priority.
  3. Only strategic projects requiring CIL funding over £50,000 will be considered for CIL Core Funds. This threshold will not apply to the contingency fund.

4. Projects will be expected to have exhausted all other sources of funding prior to the allocation of CIL Core Funds. However projects that are match funded/partially funded by other sources of funding will be eligible to be considered for CIL core funding.

4.3 The new Terms of Reference are set out in Appendix 3. The main changes suggested are:

5. To focus the remit of the IAG to advising on CIL and funding of infrastructure.
6. For the AIG to assess proposals and make recommendations to the Portfolio Holder for Place.
7. To reinforce the IAG as a consultative/advisory body supporting the review and assessment against agreed criteria.
8. To remove reference to the Infrastructure Business Plan (IBP) with a more comprehensive Infrastructure Delivery Plan (IDP) serving as the core document which identifies infrastructure requirements for Dacorum and how they will be funded.
9. To remove the need for every spending decision to go to Full Council. All spending will require Cabinet approval.

4.4 To accompany the changes to the Terms of Reference a number of changes have been made to the Governance process map (Appendix 3a) to improve the speed and effectiveness of the decision making process.

4.5 In addition to the above changes it is proposed to provide an updated assessment proforma for in which individual projects for CIL core funding will be considered. An assessment will be completed by Dacorum Officers and will be presented to the AIG for consideration. This will ensure each scheme is objectively assessed against the assessment criteria. The AIG will then make a recommendation to the Portfolio Holder for Place before the recommendation is presented to Cabinet for final decision to release monies.

## **5. Priorities for the spend of CIL**

5.1 Under the existing arrangements the mechanism for targeting CIL funding to infrastructure is in areas in which we know significant growth is expected (geographic themes) or for types of infrastructure which we know are necessary for growth to occur and where improvements would be visible and/or expected by the local community (subject themes).

5.2 This concluded that the bulk of CIL funding should be targeted to two themes, one geographic and one subject theme. A further theme for other projects would be available, so as not to exclude others from the submission process, with a cap introduced on individual bids. A limited proportion of CIL was set aside as a contingency for use on projects arising outside of the CIL submission process, for example infrastructure works to accelerate or intervene in the delivery of housing sites. The percentage of CIL allocated to each theme is expected to be a broad indication of the funds to be used and not a precise figure.

5.3 Since this time further work has been done to assess the emerging infrastructure requirements linked to planned growth. The Council expects future infrastructure needs across the Borough to be apportioned in the following way (after taking into account the retained contingency):

Settlement	Total portion of total infrastructure requirement	Total amount of Core CIL to be released
Hemel Hempstead	77%	2,098,070.67
Berkhamsted	5.5%	149,862.19
Tring	6.5%	177,109.86
Bovingdon	0.7%	19,073.37
Kings Langley	0.5%	13,623.84
Rest of the Borough / Rural Area	4%	108,990.68

5.4 Looking at individual infrastructure themes the needs are as follows::

Infrastructure Theme	Total portion of total infrastructure requirement	Total amount of Core CIL to be released
Highways and Transportation	72%	1,961,832.31
Education	21%	572,201.09
Community facilities	2%	54,495.34
Health and Wellbeing	1%	27,247.67
Green Infrastructure	3.5%	95,366.85
Emergency Services	0.3%	8,174.30
Utilities	0.2%	5,449.53
Flood protection	0.03%	817.43

5.5 As part of wider changes to the use and timing of Core CIL the Council considers that the framework for allocating CIL Core funds should be updated. It is important that the release of Core CIL is set within a framework which broadly aligns with that emerging in the IDP to ensure funding is directed towards the locations and projects that provide strategic benefits.

5.6 The Council considered a number of options for this framework. This included releasing funding into ring-fenced 'settlement and/or thematic' pots. It was considered that a combined approach could lead to only small amounts of money being available for infrastructure projects within certain areas. The Council also considered ring fencing spending either by settlement or theme and concluded that ring fencing money by settlement would be more appropriate. It is felt that this strikes a balance between ensuring monies are being targeted towards the areas likely to experience greater infrastructure pressures in future years arising from growth.

5.7 The Council will continue to update its latest published understanding of infrastructure needs and publish this here: <https://www.dacorum.gov.uk/home/planning-development/planning-strategic-planning/new-single-local-plan/technical-work-for-the-early-partial-review>.

## 6. Potential Projects

6.1 It is not the purpose of this paper to make recommendations on what specific projects should be funded. As set out, proposals will be assessed by the IAG and a recommendation made to the Portfolio Holder with Cabinet making the final decision. However, following the development of the IDP and cross organisational working the following projects have been identified as potential candidates and will be assessed by the IAG in the first tranche of projects:

1. Hemel Hempstead Town Bike Hire Scheme

2. Playground and play area upgrades across Hemel Hempstead
3. Neighbourhood Centre improvements
4. Sustainable Transport proposals in Maylands
5. Canal Towpath improvements
6. School building improvements
7. Town Centre public realm improvements
8. Community Centre and village hall improvements

6.2 More information on these schemes can be found in Appendix 5.

## 7. Consultation

7.1 The following sections have been consulted on the work undertaken to date:

- Development Management
- Strategic Planning
- Economic Development
- Hemel Garden Communities
- Community Partnerships
- Housing Development, and
- Housing Strategy and Policy.

## 8. Financial and value for money implications:

8.1 All the financial implications of the report have been set out. There are no direct financial implications for the Council as Core CIL sits outside of the Council revenue or capital budgets and represents monies collected by developers.

8.2 The only indirect financial implication for the Council will be the additional resources needed to oversee the management of funding bids, managing the IAG and project managing projects once they are approved.

## 9. Legal implications

9.1 Legal requirements governing CIL are set out in the Community Infrastructure Levy Regulations 2010 (As amended). The Council adheres to these regulations in all matters relating to CIL. It is important that the release of CIL Core Funding is inline with legislative requirements.

9.2 In addition, the Council needs to ensure it has a robust and clear approach to allocating CIL Core funds and considers the proposed mechanisms will provide the necessary oversight and accountability in releasing funding.

## 10. Risk implications

10.1 Given the scale of growth taking place in Dacorum, and that expected to take place through the new Local Plan it is important the Council is investing in infrastructure delivery across the Borough. The decision to release a portion of CIL Core funding will ensure that residents gain additional benefits from development taking place across the Borough.

10.2 Without these measures there is the risk that investment in infrastructure is delayed.

## 11. Equalities, Community Impact and Human Rights:



11.1 A Community Impact Assessment has been prepared and attached at Appendix 6.

11.2 Human rights – There are no Human Rights implications arising from this report.

**12 Sustainability implications (including climate change, health and wellbeing, community safety)**

12.1 The decision to release a portion of CIL Core funding is expected to have a positive impact in these areas by leading to investment in infrastructure across the Borough.

**13 Council infrastructure (including Health and Safety, HR/OD, assets and other resources)**

13.1 None arising from this report.

**14 Conclusions**

14.1 Dacorum is likely to see continued growth and investment over the coming years and to ensure this is accommodated appropriately the necessary supporting infrastructure needs to be provided. Releasing a portion of Core CIL funding allows the Council to bring forward a number of strategically important infrastructure projects in advance of the Local Plan being finalised.

**Appendix 1: Breakdown of CIL funds collected to date**

Since CIL was introduced in Dacorum in 2015 the following contributions have been collected to date

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	Total
Admin	3,256	24,933	51,627	105,625	147,238	236,042	373,771	942,494
Neighbourhood CIL	9,768	72,088	150,444	312,099	436,765	710,566	1,114,072	2,805,802
<b>Core Funds</b>	<b>52,095</b>	<b>401,652</b>	<b>830,471</b>	<b>1,694,783</b>	<b>2,396,768</b>	<b>3,774,232</b>	<b>5,987,592</b>	<b>15,137,594</b>
Total	65,119	498,673	1,032,452	2,112,508	2,980,772	4,720,840	7,475,436	18,885,892

**1.2 CIL Spent/Allocated to date**

		2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	Total
Admin		3,256	24,933	51,627	105,625	147,238	236,042	373,771	942,494
Neighbourhood CIL	Allocated Inc. TCP transfer	4,231	52,369	99,558	119,979	194,625	425,149	865,279	1,761,190
	Spend					10,000	10,450	39,156	59,606
Core Funds		0	0	0	0	0	0	0	0
Total		7,487	77,302	15,1185	225,604	351,869	671,641	1,278,206	2,763,291

Appendix 2: Parish and Neighbourhood CIL Amounts Held

Zone	Neighbourhood CIL Collected	Neighbourhood CIL Allocated	Neighbourhood CIL Spent
Aldbury & Wiggington	0.00	0.00	
Berkhamsted Town Council	171,947.35	171,947.35	10,250.00
Bovingdon Parish Council	106,182.54	106,182.55	
Chipperfield Parish Council	67,658.07	67,658.07	
Flamstead Parish Council	29,067.99	29,067.99	
Flaunden Parish Council	7,491.79	7,491.79	2,770.00
Great Gaddesden Parish Council	27,197.96	27,197.97	
Kings Langley Parish Council	88,997.66	88,997.66	
Little Gaddesden Parish Council	17,632.31	17,632.31	
Markyate Parish Council	8,188.84	8,188.84	
Nash Mills Parish Council	31,712.10	31,712.10	4,227.82
Nettleden with Potten End Parish Council	1,328.56	1,328.56	
Northchurch Parish Council	338,759.28	338,759.28	
Tring Rural Parish Council	41,933.45	41,933.45	
Tring Town Council	785,029.86	785,029.08	36,386.50
Wigginton Parish Council	2,687.75		
Woodhall Farm	15,588.53		
Adeyfield East	88,498.02		
Adeyfield West	27,981.95		
Apsley and Corner Hall	248,545.94		25,000.00
Bennetts End	9,644.21		
Boxmoor	81,878.11	35,000.00	
Chaulden and Warners End	54,706.53		9,650.00
Gadebridge	13,316.64		13,406.00
Grovehill	8,413.56		2,866.00
Hemel Hempstead Town	355,153.07		44,248.00
Highfield	9,098.26		
Leverstock Green	32,715.23		
Berkhamsted Castle	0.00		
Berkhamsted East	0.00		
Berkhamsted West	0.00		
BovingdonFlaundenChipperfield	135,547.08		40,200.00
Tring East	0.00		
Ting West and Rural	0.00		
Watling	0.00		
Aldbury Parish Council	0.00		
Kings Langley	0.00		
Nash Mills	0.00		
Northchurch	0.00		
Ashridge	0.00		
Tring Central	0.00		

Appendix 3: Revised IAG Terms of Reference

(Attached separately)

Appendix 3a: Proposed Governance Map for the Infrastructure Advisory Group

(Attached separately)

## Appendix 4 – Assessment Criteria

(Attached separately)

## Appendix 5 – Example Projects to be assessed

Theme	Potential Project	Proposed total cost	Proposed CIL required	Reason for consideration for CIL monies
Transport	Hemel Hempstead Town Bike Hire Scheme	£1 million over 4 years.  £200k for infrastructure works to enable bike bays (estimate until further information is available)	Can be wholly or partially funded by CIL. Likely to require fully or significant funding at the outset with the possibility of seeking partial sponsorship/cost recovery as an exit strategy.	Identified as an early priority to deliver sustainable transport and cuts across the Local Plan and IDP, Hemel Garden Communities (HGC) and the Hemel Place Strategy. This would be considered critical infrastructure.  A feasibility study to assess the potential for this scheme in Hemel Hempstead is currently nearing completion and depending on the outcome of the feasibility, funding will be required to implement this scheme.
	A414 Toucan Crossing (near Jarman Park)	Estimated at £600,000	TBC	This scheme appears in the South West Herts Growth & Transport Plan 2019 and supports the delivery of aspirations in the Local Transport Plan 4 and will support the active and sustainable transport objectives across the Local Plan, Hemel Garden Communities and Hemel Place.
	Maylands Sustainable Transport Initiatives	£180,000 per annum	Can be partially funded by CIL with support from partners such as LEP and HCC.	Identified as a key priority for Herts IQ/Economic Development aspirations and investment/attracting businesses into Maylands Business Park.
	Towpath improvements	£150,000 per 750m	Can be partially funded by CIL which will accelerate delivery.	Will allow journeys to be made all year round promoting more cycling and walking by both existing and future communities identified as coming forward over the next 4 years and beyond. This can be seen as a quick and essential gain for developing the active travel network in HH.
	Buncefield Quietway (Phase 3)	£330,000 per 1500m	Can be partially funded by CIL which will accelerate delivery.	The Maylands Growth Area is identified as a priority in the Core Strategy and emerging Hemel Place/HGC transport work.  Phase 3 aligns closely with the objectives of the HGC Charter and Spatial Vision and is along the route identified as part of the HGC Green Loop Spatial Vision: <i>A Green Network</i> .
	Cycling improvements in the town centre	Costs to be determined		Part of the Hemel Place work, cycle routes throughout town centre, cycle hub potentially temporary in Bank Court or Market Square (provides bike hire, bike repair, bike education, bike cafe to buy spare parts and groups to have group cycle).
	Access from Paradise Industrial estate to Paradise fields	Costs to be determined		Part of the Hemel Place work, project breaking through the woodland on the HCA land to open up the entrance which helps support east west connections and future redevelopment of Paradise Industrial Estate with Design Code.
Education	Permanent enlargement of	£24,760,000	HCC is seeking a CIL contribution that is	HCC is in the process of expanding and relocating Breakspere School which is a

	Breakspeare School for pupils with severe learning difficulties		proportionate to the level of demand for places at SEND schools that will have been generated by development that has occurred in Dacorum. This is £2,666,194 for Dacorum	Hertfordshire maintained special school catering for the educational needs of students with of students who have Severe of Profound Learning Difficulties. Breakspeare school caters to children from Dacorum as well as other authorities in the South West Herts area. HCC has approached us seeking funding to support the relocation of this school.
Community facilities	Tring Community Centre	Approx £3,120,000	Tring Parish Council has significant neighbourhood CIL funds but there will still be a large shortfall compared to the total cost of the project.	Plans have been developed to rebuild the Nora Grace Hall a community centre in Tring serving the local community. DBC has been approached by a Tring Councillor for support in funding this project.
	Long Marston Village Hall	£250,000	Tring Rural has received £79K of Neighbourhood CIL to date and have a further £50K to be transferred in April 2023 totalling £129K neighbourhood CIL which could be used for this project.  Shortfall to be considered for CIL core funds would be £121,000.	Plans have been developed to enhance the Village Hall's relevance to the local residents principally through the creation of a café and more extensive programme of activities which intend to optimise community benefit and cohesions whilst generating sufficient income to fund continuous improvements to the hall.
	Reimagining Waterhouse Street	Costs to be determined		Part of the Hemel Place work, spend would enable part closure of Market Square if acceptable with HCC, cycle route along Waterhosue Street, activating Water Gardens (lighting, cycle storage).
	Bank Court	Costs to be determined		Part of the Hemel Place work, project aiming to improve feeling of safety and evening economy, light installations throughout bank court and either side of Primark building improving east west connections and make entering the Town Centre from Watergardens safer and feeling safer. Also help with future night time economy.
	Culture and art	Costs to be determined		Heritage trail and sculpture trail throughout town centre to help with modal shift, getting people walking, health and wellbeing getting people out and active and helping support town centre by connecting Old Town and New Town as well as bringing people into the town centre.
Green Infrastructure	Coronation Fields Sports Hub	£1million		Plans are being proposed to develop a Sports Hub in coronation fields that could include refurbished tennis courts (using Lawn Tennis Association funding) and a Multi Use Games Area (MUGA) plus other facilities (using S106 funding). Further facilities such as sport pitches providing a



				large sports hub serving wider Hemel could be developed subject to funding.
	<p>Playground upgrades (improving the quality of those currently scheduled)</p> <ul style="list-style-type: none"> <li>• Durrants Hill,</li> <li>• Woodhall Farm,</li> <li>• Tower Hill,</li> <li>• Flaunden,</li> <li>• Croft Meadow,</li> <li>• Warners end valley upper,</li> <li>• Apsley Lock and</li> <li>• Miswell lane</li> </ul>	£500,000 has already been allocated but with the increase in quality the improvements will need to be severely value engineered.	An additional injection of £560,000 will allow for the intended standard of the planned works to be significantly improved at	<p>Dacorum has a number of playgrounds which could benefit from refurbishment or upgrading to improve the quality of facilities. These would benefit children in developments that have already come forward particularly smaller/windfall developments that would not have the delivery of play facilities directly attached to them.</p> <p>High quality play areas are fundamental place shaping.</p>
	<p>Play areas (unscheduled)</p> <ul style="list-style-type: none"> <li>• Margaret Lloyd Play Area (Grovehill)</li> <li>• Bovingdon Play Area</li> <li>• Gaddesden Row</li> <li>• Kings Langley (The Nap)</li> </ul>	£700k could deliver significant improvements to these play areas that are in need of upgrading	£700,000	<p>Dacorum has a number of playgrounds which could benefit from refurbishment or upgrading to improve the quality of facilities. These would benefit children in developments that have already come forward particularly smaller/windfall developments that would not have the delivery of play facilities directly attached to them.</p> <p>High quality play areas are fundamental place shaping.</p>
	Improvements to Reith Fields attached to Queen's Square (Adeyfield) Neighbourhood Centre.	£250,000 (approx.)		This area of open space which is attached to one of the neighbourhood centres has the potential to be uplifted with improved sports and leisure infrastructure.
	Maylands Biodiversity Project	£100,000	£55,000	Proposals to improve biodiversity in Maylands
	Neighbourhood Centre Improvements	Costs to be determined		To deliver a number of improvements to Neighbourhood Centres in the Borough.

**Appendix 6 – Community Impact Assessment**

(Attached separately)

## **INFRASTRUCTURE ADVISORY GROUP**

### **Terms of Reference**

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#### **Purpose**

The Infrastructure Advisory Group will:

Advise Dacorum Borough Council on the use and prioritisation of the Council's CIL Core Funds held by Dacorum Borough Council to ensure that they are used to deliver key strategic infrastructure for the local community as determined by the Infrastructure Delivery Plan

Support Dacorum Borough Council to use CIL to leverage additional funding to support the delivery of key strategic infrastructure.

Ensure that the CIL core funds are used to deliver value for money.

#### **Governance**

1. The Group shall be known as the Infrastructure Advisory Group.
2. The Lead Councillor shall be the Portfolio Holder for Place.
3. The Chair shall be the Assistant Director for Planning.
4. The Lead Officer should be the Strategic Planning and Regeneration Officer (Infrastructure).
5. The relationship of the Group to the wider decision-making and operational governance structure is shown in the governance diagram.

#### **Membership**

The Group will comprise of the following persons or their substitute:

DBC Portfolio Holder for Planning (lead Councillor)

DBC Chair of the Strategic Planning and Environment Overview and Scrutiny Committee

DBC Portfolio Holder for Communities

DBC Director, Planning

DBC Assistant Director, Planning (Chair)

DBC Solicitor to the Council

DBC Chief Finance Officer

DBC Assistant Director, Neighbourhood Delivery

DBC Team Leader, Infrastructure and Developer Contributions

DBC Strategic Planning and Regeneration Officer (Infrastructure) (Lead Officer)

HCC Head of the Growth and Infrastructure Unit

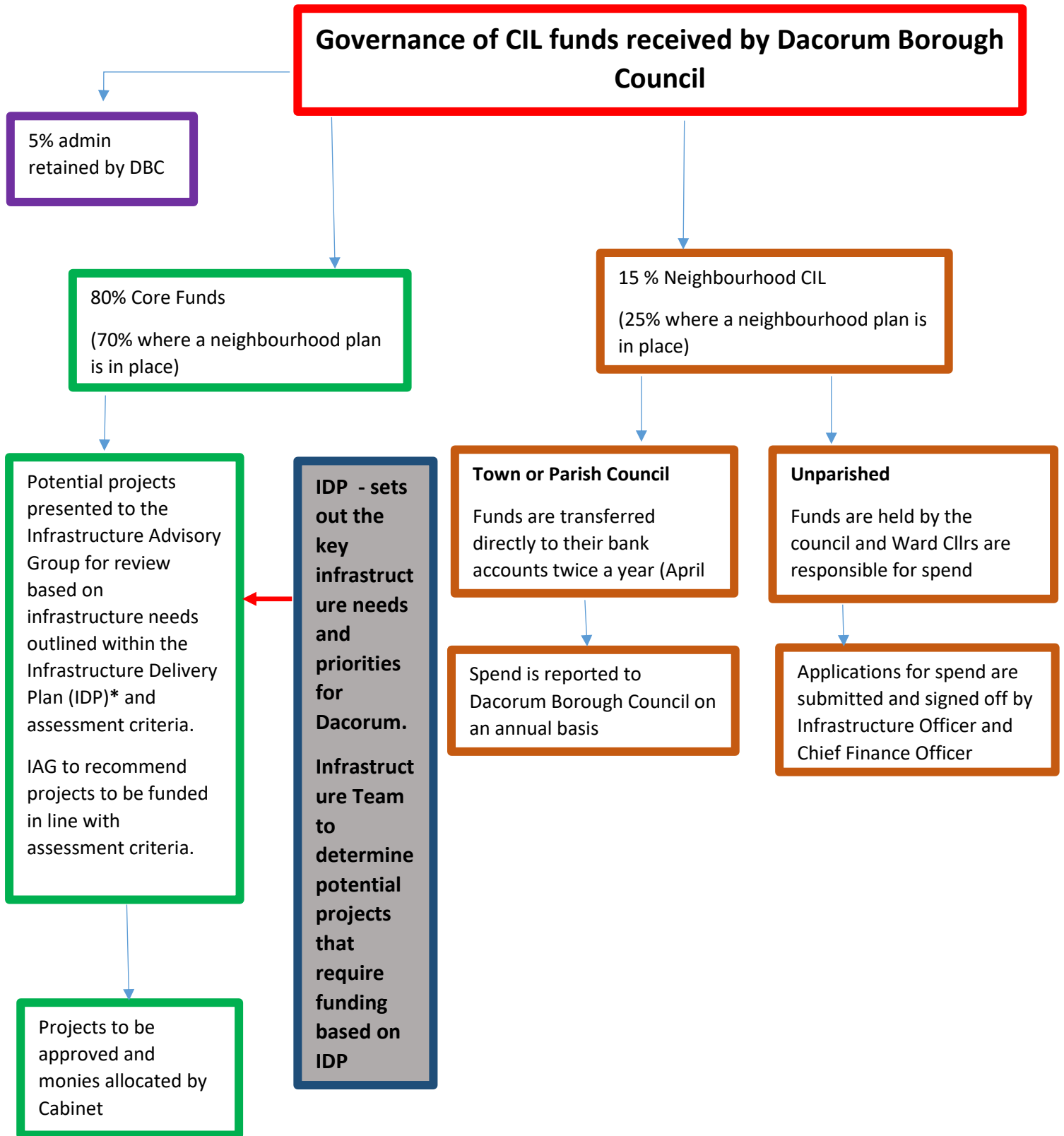
HCC Officer (Growth and Infrastructure)

Representatives of the Herts LEP

The Group may invite other officers or organisations to attend meetings where they have a specialist knowledge that may assist in the delivery of the work programme.

**Role of the Group and Activities**

1. To review projects to be considered for CIL Core Funding against the Assessment Criteria.
2. To prioritise and agree projects to receive CIL funding.
3. To leverage additional funding to support the delivery of key infrastructure in Dacorum.
4. Support the preparation of external funding bids to support the delivery of key infrastructure in Dacorum
5. To meet twice a year (or more frequent as required) to review infrastructure items that require funding and could be considered for CIL Core Funds.
6. To review the need to release additional funding.
7. To work in partnership with key organisations to facilitate cross boundary working to deliver infrastructure.
8. To work in partnership to enable multi-tier government coordination to deliver infrastructure for Dacorum.



All spend is reported within the Infrastructure Funding Statement (IFS) and published annually

An annual review of the CIL spend will be undertaken in line with the publication of the IFS

<b>CIL Funding Assessment</b>		<b>Outcome of application:</b>	
<b>Name of grant application/ organisation:</b>		<b>Total number of points:</b>	
<b>Title of project:</b>		<b>Project Location</b>	
<b>Amount requested:</b>		<b>Amount awarded:</b>	

Assessment criteria	Scoring	Total Points Available	Points allocated	Reason
<p>Does the proforma explain how the project meets the CIL Regulations. 59. — (1) A charging authority must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area.</p> <p>(2) CIL applied by the Mayor to funding infrastructure must be applied to funding the provision, improvement, replacement, operation or maintenance of roads or other transport facilities, including, in particular, funding for the purposes of, or in connection with, scheduled works within the meaning of Schedule 1 to the Crossrail Act 200855.</p> <p>(3) A charging authority may apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure outside its area where to do so would support the development of its area.</p> <p>(4) For the purposes of this regulation, any reference to applying CIL includes a reference to causing it to be applied, and includes passing CIL to another person for that person to apply to funding the provision, improvement, replacement, operation or maintenance of infrastructure.</p> <p>(5) This regulation is subject to regulations 59A, 59E, 59F, 60 and 61.</p>	Yes or No	Pass or Fail		
1				
2	Is it possible for the project to be delivered without the use of CIL funding? For example, using Neighbourhood CIL.	Yes or No	Pass or Fail	
3	Is this a strategic project?  Strategic for the purposes of this criteria is an infrastructure project that is not linked to mitigating the impact of a single or small (less than 5) development/s and will benefit a significant population (more than 1000 people)	Yes or No	Pass or Fail	

4	What infrastructure category does the project fall into:	<p><b>Critical Infrastructure (20 points):</b> This defines strategic infrastructure which must happen to enable growth. These projects will be identified in adopted and emerging local plan policies for the area and/or masterplan as a planning requirement and may be required to directly service the development, for example transport and utilities infrastructure.</p> <p><b>Essential Infrastructure (15 points):</b> This defines strategic infrastructure that is essential and considered necessary in order to mitigate the impact arising from the operation of the development. Such infrastructure works will often be phased to be delivered alongside development as key thresholds are met. This may include projects which have been identified by the Council as a corporate priority.</p> <p><b>Desirable Infrastructure (10 points):</b> This defines infrastructure which is required to support wider strategic or site specific objectives which are established in planning policy, under statutory duties or other priorities but would not necessarily prevent development from occurring. This also defined topping up funding for projects that have already obtained funding from other government agencies.</p> <p><b>Low Priority Infrastructure (5 points):</b> This defines infrastructure which is not recognised or identified as a result of our normal infrastructure planning work and the Infrastructure Delivery Plan.</p>	20		
5	Will the project have a street, neighbourhood, settlement or borough wide impact?	<p>Street - 2</p> <p>Neighbourhood - 4</p> <p>Settlement - 10</p> <p>Borough Wide - 15</p>	15		
6	Information provided on how project will benefit any areas of deprivation.	Up to 5 points available if the project can illustrate how areas of deprivation will be positively impacted.	5		
7	Have details been provided for the funding requested including any quotes, a breakdown of costs and details of any funding being used for the project additional to that requested, if applicable.	<p>5 points: Detailed breakdown supplied including (if appropriate) detailed recent costings and confidence that external factors that may affect cost have been considered. Market engagement in terms of supply and costs with potential suppliers to ensure that the project can be delivered.</p> <p>2 points: Modest detail provided.</p> <p>0 points: No information given.</p>	5		
8	Does any part of the project have any other secured sources of funding (i.e. is it match funded). Details of additional funding should be provided.	<p>5 points: Evidence of successful award of external funding or capital (HCC)</p> <p>3 points: Commitment for additional funding from voluntary sector, sponsors, external agency or pending application</p> <p>1 points: Modest financial deficit and bridging strategy</p>	5		
9	Are their alternative sources of funding that could be used for the delivery of the project (eg: CIL Neighbourhood Funds). Details should be provided.	<p>10 points: No alternative sources of funding available</p> <p>5 points: Alternative sources of funding available but not accessible due to timescales, lack of resources to apply etc</p> <p><b>CIL monies will not be allocated if alternative funding readily available/available but not sought (refer back to question 2)</b></p>	10		
10	Have details been provided as to how future management, maintenance and revenue costs will be funded/resourced to ensure that quality is maintained.	<p>10 points: A comprehensive, fully costed, plan supplied.</p> <p>5 points: Some detail provided.</p> <p>0 points: No information given.</p> <p><b>*Note that CIL monies will not be allocated if it is clear that there is an ongoing management/maintenance requirement that has not been considered and any CIL funds invested has a high risk of not having a long term strategic impact.</b></p>	10		
11	What are the timescales for delivering the project? Detail is required on how it is realistic and deliverable. Project plan should be supplied.	Up to 10 points allocated if the project can commence within one year of the application for funds, the project plan is robust and clear mitigation information is provided.	10		
12	Is the project able to commence within the next 6 months? If not, adequate details regarding barriers to commencing delivery should be supplied.	Up to 5 points may be awarded for those projects which do not require additional approvals or to which there are limited obstacles to delivery.	5		
13	Are there any barriers and/or risks to delivering the project?	Up to 20 points allocated if the project has low risk of delivery and supplies robust and clear detail regarding risk, monitoring and mitigation thereof.	20		

14	Detail should be provided regarding the economic, social, health and wellbeing and environmental benefits the project will bring.	Projects serving significant numbers of residents will be awarded up to 20 additional points	20		
15	Detail provided on how the project will enable any further development, projects, or outcomes to come forward in the future.	Projects unlocking significant downstream impacts will be awarded up to 5 additional points	5		
16	Appropriate demonstration of how this project will demonstrate value for money.	Up to 20 points for delivering value for money - criteria to be confirmed in consultation with procurement	20		

150



# Dacorum BC Community Impact Assessment (CIA) Template

Policy / service / decision

Release of a proportion of Community Infrastructure Levy Core Funds

## Description of what is being impact assessed

*What are the aims of the service, proposal, project? What outcomes do you want to achieve? What are the reasons for the proposal or change? Do you need to reference/consider any related projects?*

*Stakeholders; Who will be affected? Which protected characteristics is it most relevant to? Consider the public, service users, partners, staff, Members, etc*

*It is advisable to involve at least one colleague in the preparation of the assessment, dependent on likely level of impact*

The Community Infrastructure Levy (CIL) is a mechanism for collecting financial contributions from new developments to help fund the provision of infrastructure required to support housing and commercial growth in the Borough. It is a tariff style system applied to the area of the development as a cost per square metre and may vary by both use and location. The Borough Council is required to allocate CIL funding to the local community (15%). They may also allocate funds for the purposes of administration (5%) under where the release of these funds can be justified. The bulk of CIL funding (80%) sits in a further pot from where it may be allocated towards its infrastructure projects and priorities. At a strategic level, these priorities are identified in the IDP which sets out the infrastructure plans and funding arrangements of infrastructure providers. This plan is a “live” document and is subject to regular discussion and review. It is published on the website (<http://www.dacorum.gov.uk/home/planning-development/planning-strategicplanning/evidence-base/infrastructure-and-delivery>).

The Council to date has deferred releasing Core CIL until the new Local Plan is adopted, accompanied by a new IDP that identifies the infrastructure needs to support the growth coming forward. It is at this point that the Council would have full visibility on the infrastructure needs for the Local Plan and would be able to approach the allocation of funds accordingly. However there have been a number of delays to the Local Plan timetable with current estimates suggesting that the Local Plan won't be adopted until 2025 and recent announcements from Government on planning reform may delay this further. As a consequence of the delay infrastructure investment in the Borough could be delayed. The Council is therefore recommending the release of 20% of its Core CIL funds (£3,027,519) to allow infrastructure that is an immediate priority to be delivered in the short term.

Projects to be considered for this release of funding will be put forward based on current infrastructure priorities identified in the Infrastructure Delivery Plan (IDP) and will be assessed against a set of Assessment Criteria (Appended to the main report). The assessment criteria covers a range of criteria that will assess the impact of each project on the community.

## Evidence

### **What data/information have you used to assess how this policy/service/decision might impact on protected groups?**

*(include relevant national/local data, research, monitoring information, service user feedback, complaints, audits, consultations, CIAs from other projects or other local authorities, etc.). You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.*

CIL Core Documents and evidence used for set up and examination of CIL [https://www.dacorum.gov.uk/home/planning-development/planning-strategic-planning/developer-contributions/community-infrastructure-levy-\(cil\)/cil-examination-library](https://www.dacorum.gov.uk/home/planning-development/planning-strategic-planning/developer-contributions/community-infrastructure-levy-(cil)/cil-examination-library)

Dacorum Borough Council's Infrastructure Delivery Plan and numerous stakeholder consultations used to inform its preparation

### **Who have you consulted with to assess possible impact on protected groups?** *If you have not consulted other people, please explain why? You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.*

Senior Leadership Team (SLT)

Hertfordshire County Council (HCC)

Local Enterprise Partnership (LEP)

Various stakeholders and infrastructure providers have been consulted as part of the preparation of the Infrastructure Delivery Plan (IDP)

## Analysis of impact on protected groups (and others)

The Public Sector Equality Duty requires Dacorum BC to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. Consider how this policy/service/decision will achieve these aims. Using the table below, detail what considerations and potential impacts against each of these using the evidence that you have collated and your own understanding. Based on this information, make an assessment of the likely outcome, **before** you have implemented any mitigation.

- The PCs of *Marriage and Civil Partnership* and *Pregnancy and Maternity* should be added if their inclusion is relevant for impact assessment.
- Use “insert below” menu layout option to insert extra rows where relevant (e.g. extra rows for different impairments within Disability).

Summary of impact		Negative impact / outcome	Neutral impact / outcome	Positive impact / outcome
Protected group	<i>What do you know? What do people tell you? Summary of data and feedback about service users and the wider community/public. Who uses / will use the service? Who doesn't / can't and why? Feedback/complaints?</i>			
<b>Age</b>	A range of strategic projects will be considered for funding through CIL Core funds, projects are expected to have a positive or neutral impact on all ages. The project assessment criteria assesses impact on social, environmental and economic impact including health and wellbeing.	□	⊗	⊗
<b>Disability (physical, intellectual, mental)</b>  <i>Refer to CIA Guidance Notes and Mental Illness &amp; Learning Disability Guide</i>	The project assessment criteria assesses impact on social, environmental and economic impact including health and wellbeing. All projects being considered for CIL Core funds will be assessed Further as CIL core funds will fund infrastructure that will support communities, it is expected that projects will have a positive impact on disability groups.	□	□	⊗
<b>Gender reassignment</b>	No material impact on this protected group	□	⊗	□

<b>Race and ethnicity</b>	No material impact on this protected group	□	⊗	□
<b>Religion or belief</b>	No material impact on this protected group	□	⊗	□
<b>Sex</b>	No material impact on this protected group	□	⊗	□
<b>Sexual orientation</b>	No material impact on this protected group	□	⊗	□
<b>Not protected characteristics but consider other factors, e.g. carers, veterans, homeless, low income, loneliness, rurality etc.</b>	The project assessment criteria assesses impact on social, environmental and economic impact including health and wellbeing as well as its impact on deprived communities. All projects being considered for CIL Core funds will be assessed. Further as CIL core funds will fund infrastructure that will support communities, it is expected that projects will have a strategic positive impact on all groups of the community.	□	□	⊗

**Negative impacts / outcomes action plan**

Where you have ascertained that there will potentially be negative impacts / outcomes, you are required to mitigate the impact of these. Please detail below the actions that you intend to take.

<b>Action taken/to be taken</b> <i>(copy &amp; paste the negative impact / outcome then detail action)</i>	<b>Date</b>	<b>Person responsible</b>	<b>Action complete</b>
n/a	Select date		<input type="checkbox"/>
	Select date		<input type="checkbox"/>
	Select date		<input type="checkbox"/>
	Select date		<input type="checkbox"/>
	Select date		<input type="checkbox"/>
	Select date		<input type="checkbox"/>
	Select date		<input type="checkbox"/>
	Select date		<input type="checkbox"/>

**If negative impacts / outcomes remain, please provide an explanation below.**

n/a

<b>Completed by (all involved in CIA)</b>	<b>Shalini Jayasinghe</b>
<b>Date</b>	<b>25/01/2023</b>
<b>Signed off by</b> ( <i>AD from different Directorate if being presented to CMT / Cabinet</i> )	<b>Alex Robinson - Assistant Director for Planning</b>
<b>Date</b>	<b>25 January 2023</b>
<b>Entered onto CIA database - date</b>	
<b>To be reviewed by</b> (officer name)	
<b>Review date</b>	



# Joint Budget & Overview and Scrutiny Committee

<b>Report for:</b>	Housing & Communities Overview and Scrutiny Committee; Finance & Resources Overview and Scrutiny Committee; Strategic Planning & Environment Overview and Scrutiny Committee
<b>Title of report:</b>	Update on new Performance Management Framework and Proposed Revisions to Key Performance Indicators (KPIs)
<b>Date:</b>	1 <sup>st</sup> February 2023
<b>Report on behalf of:</b>	Cllr. Margaret Griffiths, Portfolio Holder for Housing, Cllr. Graeme Elliott, Portfolio Holder for Corporate Services, Cllr. Julie Banks, Portfolio Holder for Communities, Cllr. Alan Anderson, Portfolio Holder for Place, Cllr. Graham Barrett, Portfolio Holder for Neighbourhood Services
<b>Part:</b>	I
<b>If Part II, reason:</b>	N/A
<b>Appendices:</b>	Appendix 1 – Summary of changes to Housing and Communities Overview and Scrutiny Committee (OSC) KPIs Appendix 2 – Summary of changes to Finance & Resources OSC KPIs Appendix 3 – Summary of changes to Strategic Planning & Environment OSC
<b>Background papers:</b>	1. Example of current Quarterly OSC Performance Dashboards 2. Proposed Full List of Future KPIs
<b>Glossary of acronyms and any other abbreviations used in this report:</b>	OSC – Overview and Scrutiny Committee KPIs – Key Performance Indicators SLT – Strategic Leadership Team

### Report Author / Responsible Officer

Hannah Peacock, (Acting) Head of Transformation / Aidan Wilkie, Strategic Director for People and Transformation



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<b>Corporate Priorities</b>	<ul style="list-style-type: none"> <li>• A clean, safe and enjoyable environment</li> <li>• Building strong and vibrant communities</li> <li>• Ensuring economic growth and prosperity</li> <li>• Providing good quality affordable homes, in particular for those most in need</li> <li>• Ensuring efficient, effective and modern service delivery</li> <li>• Climate and ecological emergency</li> </ul>
<b>Wards affected</b>	
<b>Purpose of the report:</b>	<ol style="list-style-type: none"> <li>1. To update the Overview &amp; Scrutiny Committees on the new Performance Management Framework, and to</li> <li>2. Outline the proposed future suite of KPIs, which are proposed to replace the existing KPIs reported to each of the relevant Overview &amp; Scrutiny Committees</li> </ol>
<b>Recommendation (s) to the decision maker (s):</b>	<ol style="list-style-type: none"> <li>1. That the KPIs are adopted and implemented into the OSC reporting schedule.</li> </ol>
<b>Period for post policy/project review:</b>	

## 1 Background

### Performance Management Framework

The establishment of the new Transformation Service last year provided the opportunity to review how Dacorum Borough Council measures, monitors and reports on its performance, and to deliver an evidence-based / driven local authority through the development of a clear and robust Performance Management Framework.

The current performance management approach has focused on providing a contemporaneous statement of where performance is, with narrative generally focusing on providing additional context behind the data. The approach within the proposed new Performance Management Framework is prioritising understanding why performance is where it is, and what work is being undertaken to return performance to the defined standard or target.

To implement the new performance management framework, the Transformation Service will be;

1. Introducing a central resource, which challenges and supports teams to work on these specific areas
2. Support services to focus their efforts on areas of poor performance – in terms of reporting and directive performance
3. Increasing functionality of (and access to) InPhase, our Performance Management System
4. Enabling greater scrutiny and accountability at all levels
5. Introducing comprehensive staff training.

The effective implementation of the Performance Management Framework will deliver enhanced:



**Reporting** – reports will be clearer with focused narrative for red indicators, around the ‘why’ and ‘what next’, trend analysis and the ability to drill down into areas of concern

**Accountability** – named owners for each KPI, who are responsible for their performance, narrative and subsequent action, and held to account by our Strategic Leadership Team

**Scrutiny** – performance measures will have been through both directorate and SLT review, with additional performance insight provided by the performance function within the Transformation Service. There will be re-focussed Overview and Scrutiny Reports, with clear analysis and performance owners on hand to discuss.

The example of proposed future Quarterly OSC Performance Dashboard are attached to this report to highlight the new level of detail available for members to scrutinise the performance of Council services. Further detail will continue to be provided by the service in the narrative report, which will continue to accompany the Quarterly Dashboard.

This new performance management framework represents one of our key ‘transformation foundations’ along with the initiation of a PMO function and the recently agreed Digital, People and Communications strategies.

### **Amendments to Key Performance Indicators**

Dacorum’s Key Performance Indicators regime will continue to change over time to reflect the Council’s priorities and focus as they continue to change. They will be finalised annually through the service planning cycle to ensure we are measuring performance against achieving priorities for the Council

The proposed list of KPIs attached to this report have been developed and tested through that process in 2022. They have then been further refined through engagement with SLT and then across our services.

The drivers to change the current Key Performance Indicators include;

- Technical refinements to the indicators / how they are measured,
- Removing\* a small number of KPIs which are duplicates of other similar measures, or provide little value as a picture of the service’s actual performance,
- Amalgamating repetitive KPIs into overarching headline KPIs, allowing an ‘at a glance’ view of how we are performing as a council,
- Adding new KPIs which reflect Dacorum Borough Council’s Transformation Programme, including the Customer Strategy, Digital Strategy and People Strategy,
- Re-organising the indicators along new organisational lines with new KPIs for new or developing areas of the organisation e.g. Commercial Development.

The ambition is to provide scrutiny with a succinct and meaningful suite of indicators which, should performance be of concern or interest, Officers can then provide additional data to help inform a more detailed discussion.

\* “Removed KPIs” are currently retained as Service Performance Indicators (SPIs). This means we will still use them operationally and can bring them to members as and when appropriate.

**Appendix 1:**

**Amendments to Housing & Communities OSC KPIs**

**NEW**

Measure Code	Measure Name
CS01	Number of incidents of Dacorum High Risk Domestic Abuse cases heard at the Multi-Agency Risk Assessment Conference (MARAC)
CS02	Number of community trigger requests meeting the threshold in which DBC are the primary service
CS03	Number of current open ASB cases
CS04	Number of ASB cases closed in the month
CS05	Safeguarding enquiries responded to within DBC
CS06	External Safeguarding requests responded to
CS07	Number of incidents of crime
HSPS01	Percentage of all repairs completed within target
HSPS02	Percentage of annual stock condition surveys undertaken (as % of total stock)
HSPS03	Average time to re-let an HRA property
HSPS04	Percentage of Fire Risk Assessments (FRA) in place
HSPS05	Percentage of outstanding High risk FRA actions (% of total remedial actions)
HSPS06	Percentage of valid Landlord Gas Safety Records in place (annual check)
HSPS07	Percentage of communal areas with a current Electrical Installation Condition Report (EICR)
HSPS08	Percentage of Water Hygiene inspections completed
HSPS09	Percentage of communal area Asbestos re-inspections completed
HSPS10	Percentage of lift inspections completed
TL01	Current rent arrears as a percentage of the monthly debit
HM03	Number of evictions due to arrears in period
HM04	Number of estate inspections completed
Measure Code	Measure Name
SH01	Number of homeless applications
SH52	Total number of placements in temporary accommodation
SH02	Average time spent in temporary accommodation (for those leaving TA in the period)
SH03	Number of households in Bed & Breakfast

SH04	Average time spent in Bed & Breakfast (for those leaving B&B in the period)
SH05	Cost of Bed & Breakfast in Period

**AMENDED**

Measure Code	Measure Name	Amendment
<b>Housing Property Services</b>		
PP13b	Percentage of responsive repairs completed right first time	Moving target amended to blanket 86% target

**Appendix 1: (ctd)**

**Amendments to Housing & Communities OSC KPIs**

**REMOVED**

<b>Measure Code</b>	<b>Measure Name</b>
<b>Housing Management</b>	
TL13a	Percentage of Community Alarm calls answered within 1 min
TL15	Satisfaction with the outcome of the Tenancy Enforcement investigation
TL55	% of tenants paying for their house or garage rent by direct debit
<b>Housing Property Services</b>	
PP01	Percentage of dwellings with a valid Gas Safety Certificate
PP04	Percentage of properties passing QA checks, repairs and voids
PP05	Percentage of properties passing QA checks (planned works)
PP12	Percentage of non-urgent repairs completed within target
PP13a	Percentage of responsive repairs completed within target
PP15	Percentage of tenants satisfied with the service planned and responsive works
SH03a	Average time to re-let general needs properties
SH03b	Average time to re-let adapted properties
SH03c	Average time to re-let sheltered properties
SH04a	% of general needs properties re-let in target
SH04b	% of adapted properties re-let in target
SH04c	% of sheltered properties re-let in target
<b>Strategic Housing</b>	
SH07a	Number of new housing advice cases received
SH20e	Total household on Housing Register broken down by 1,2,3 and 3+ bedrooms
SH33	Overall spend on engagement activity per property
SH35	HMO licence applications received
SH36	Number of illegal applications prevented
SH37	Number of rough sleeper cases relieved
SH38	Number of main duty applications
SH39	Total number of successful prevention
SH40	Total number of successful relief

## Appendix 2:

### Amendments to Finance & Resource OSC KPIs

#### NEW

Measure Code	Measure Name
FIN03	General fund budget variance against forecast
FIN04	HRA budget variance against forecast
FIN06	Capital variance against forecast
FIN07	Percentage of invoices paid within 30 days
LG03	Percentage of audit recommendations completed within agreed timescales
FOI01	Percentage of FOI requests satisfied within 20 days
RBF01	Average time taken to respond to a benefit-related contact from a resident
CD02	Percentage of commercial income achieved against forecast
CP03	Number of new commercial property lets
CP01a (N)	Number of vacant commercial properties
CP01a	Percentage of vacant units
CP05	Percentage of commercial property debtors in payment plans
CP06	Percentage of commercial property income received against forecast
HR06	Percentage of temporary workers as a % of total staff (FTE) *
HR07	Average time to employ staff following a vacancy *
WEB02	No. of registered MyDacorum users

#### AMENDED

Measure Code	Measure Name	Amendment
<b>Commercial Development</b>		
FIN12	Garages income YTD budget against YTD actual	Name to 'Percentage of garage income received against forecast'
FIN13	Car parking income YTD budget against YTD actual	Name to 'Percentage of parking income received against forecast'
<b>Revenues, Benefit and Fraud</b>		
RBF04	NNDR (Business Rates) in-year collection rate	Targeted against previous year's data vs. estimated forecast
RBF05	Council Tax collection rate	Targeted against previous year's data vs. estimated forecast
<b>Transformation</b>		
CS02a	Percentage of Stage 1 complaints resolved in 15 days for the Council	Percentage of Stage 1 Complaints resolved in 10 working days
CS02b	Percentage of Stage 2 complaints resolved in 20 days	Percentage of Stage 1 complaints resolved in 20 working days

**Appendix 2: (ctd)**

**Amendments to Finance & Resources OSC KPIs**

**REMOVED**

<b>Measure Code</b>	<b>Measure Name</b>
<b>Financial Services</b>	
FIN03	General Fund expenditure – outturn forecast against budget
FIN04	HRA expenditure outturn forecast against budget
FIN06	General Fund Capital Expenditure – outturn forecast against budget
<b>Revenues, Benefit and Fraud</b>	
RBF01 (N)	Total days taken to decide new benefit-related contact in period
<b>Transformation</b>	
CSU06	Percentage of customers satisfied with service received from the CSU
CSU11	Call handling: Abandoned call rate
CSU12	Face to face: average wait time
<b>Digital</b>	
ICT02	Availability of primary systems (office hours)
ICT06	Total number of incidents and service requests reported
WEB03	No. of website users

**Appendix 3:**

**Amendments to Strategic Planning and Communities OSC KPIs**

**NEW**

Measure Code	Measure Name
CPE01	Retail properties – vacancy rate
CPE02	Number of businesses supported by the PCE
DMP01	Percentage of all planning applications determined within target
PE04	Percentage of all Planning Enforcement priority site visits completed within target
TBC	Number of Affordable Housing started on site in period
TBC	Number of Affordable Housing completions in period
CSG05	Graffiti Removal – Percentage removed from Dacorum Structures within 7 days
PR01	Number of Public Space Protection Order enforcement penalty charge notices issued

**AMENDED**

Measure Code	Measure Name	Amendment
<b>Environmental Services</b>		
WR04	Average residential waste (KG) per household	KG per household of residual waste

**REMOVED**

Measure Code	Measure Name
<b>Development Management &amp; Planning</b>	
DMP02	Number of planning applications received
DMP03	Percentage of planning applications refusals appealed against
DMP04	Percentages of major applications determined within 13 weeks (YTD)
DMP05	Percentage of minor applications determined within 8 weeks
DMP06	Percentage of other applications determined within 8 weeks
DMP07	Percentage of planning applications refused
DMP08	Percentage of planning applications validated within 4 working days
DMP30	Appeals dismissed
DMP30 (D)	Total number of appeals in period
FIN16	Planning fees YTD actual against profiled budget
FIN17	Search fees YTD actual against profiled budget
LC04	Average time taken to process an official Local Land Charges search
PE01	Priority 1 site visits
PE02	Priority 2 site visits
PE03	Priority 3 site visits
<b>Housing Development</b>	
SPR05	Number of new homes completed
SPR20	Level of CIL receipts
<b>Environmental Services</b>	
CSG01	Percentage of dog fouling reports actioned within the set timescales of 7 days
CSG01a	Number of dog fouling reports actioned within the set timescales of 7 days
CSG02a	Number of flytips collected within the set timescale of 7 days
CSG04a	Percentage of litter cleared in 7 days
WR01a	Justified Missed collections (excluding assisted collections)
WR03	Number of justified missed assisted collections
WR05	Dry recycling collected

**Appendix 3: (ctd)**

**Amendments to Strategic Planning and Communities OSC KPIs**

**REMOVED**

<b>Measure Code</b>	<b>Measure Name</b>
<b>Environmental Services (ctd.)</b>	
WR06	Total tonnage of garden waste collected
WR07	Tonnage of food waste
WR08	% change in commercial waste customers in the quarter.

## Proposed KPIs by directorate

### Corporate and Commercial Services

Commercial Development			Reported to			
Measure Code	Measure Name	Frequency	SLT	H&C OSC	F&R OSC	SPAE OSC
CD01	Number visits to leisure facilities	Quarterly	✓			
CD02	Percentage of Commercial income achieved against forecast	Quarterly	✓		✓	
FIN12 (a)	Percentage of Garages income received against forecast	Monthly	✓		✓	
FIN13 (a)	Percentage of parking income received against forecast	Monthly	✓		✓	

Financial Services			Reported to			
Measure Code	Measure Name	Frequency	SLT	H&C OSC	F&R OSC	SPAE OSC
FIN03	General Fund Budget Variance against forecast	Monthly	✓		✓	
FIN04	Housing Revenue Account Budget Variance against forecast	Monthly	✓		✓	
FIN06	Capital variance against forecast	Monthly	✓		✓	
FIN07	Percentage of Invoices paid within 30 days	Monthly	✓		✓	
FIN01	Percentage of creditor trade invoices paid within 30 days	Monthly	✓		✓	

Revenues & Benefits			Reported to			
Measure Code	Measure Name	Frequency	SLT	H&C OSC	F&R OSC	SPAE OSC
RBF01	Average time taken to respond to a benefit-related contact from a resident.	Monthly	✓		✓	
RBF04	NNDR (Business Rates) in-year collection rate	Monthly	✓		✓	
RBF05	Council Tax collection rate	Monthly	✓		✓	
RBF06	Average time taken to respond to a council tax related contact from a resident	Monthly	✓		✓	



Legal & Democratic Services			Reported to			
Measure Code	Measure Name	Frequency	SLT	H&C OSC	F&R OSC	SPAE OSC
LG03	Percentage of audit recommendations completed within agreed timescales	Quarterly	✓		✓	
DPA01	Percentage of Data Protection Act requests met in 31 days	Quarterly	✓		✓	
FOI01	Percentage of FOI requests satisfied in 20 days	Quarterly	✓		✓	

## People & Transformation

People			Reported to			
Measure Code	Measure Name	Frequency	SLT	H&C OSC	F&R OSC	SPAE OSC
HR03	Total days lost through sickness absence (OSC)	Monthly	✓		✓	
HR05	Average days lost due to sickness absence per Full Time Equivalent (FTE) - profiled target	Monthly	✓		✓	
HR02a	Turnover of Staff	Quarterly	✓		✓	
HR06	Percentage of temporary workers as a % of total staff (FTE)*	TBC				
HR07	Average time to employ staff following vacancy*	TBC				

\*Under development – recording mechanism being developed

Transformation			Reported to			
Measure Code	Measure Name	Frequency	SLT	H&C OSC	F&R OSC	SPAE OSC
CS01a	Total stage 1 complaints received for the Council	Monthly	✓			
CS02a	Percentage stage 1 complaints resolved in 10 days for the Council *	Monthly	✓		✓	
CS01b	Total stage 2 complaints received for the Council	Monthly	✓			
CS02b	Percentage stage 2 complaints resolved in 20 days for the Council *	Monthly	✓		✓	
CSU10	Call Handling: Average wait time	Monthly	✓		✓	

Digital			Reported to			
Measure Code	Measure Name	Frequency	SLT	H&C OSC	F&R OSC	SPAE OSC
ICT01	Percentage of incidents resolved in less than 2 days	Monthly	✓		✓	
WEB02	No. of registered My Dacorum users	Quarterly	✓			

## Place

Place, Communities & Enterprise			Reported to			
Measure Code	Measure Name	Frequency	SLT	H&C OSC	F&R OSC	SPAE OSC
CPE01	Retail properties – vacancy rate	Quarterly	✓			✓
CPE02	Number of businesses supported by the PCE Team	Monthly	✓			✓

Development Management & Planning			Reported to			
Measure Code	Measure Name	Frequency	SLT	H&C OSC	F&R OSC	SPAE OSC
DMP01	Percentage of all planning applications determined within target	Monthly	✓			✓
PE04	Percentage of all Planning Enforcement priority site visits completed within target	Quarterly	✓			✓

Development			Reported to			
Measure Code	Measure Name	Frequency	SLT	H&C OSC	F&R OSC	SPAE OSC
New	Number of Affordable Housing started on sites in period	Quarterly	✓			✓
New	Number of Affordable Housing completions in period	Quarterly	✓			✓

Property Services			Reported to			
Measure Code	Measure Name	Frequency	SLT	H&C OSC	F&R OSC	SPAE OSC
CP03	Number of new commercial property lets	Quarterly	✓		✓	
CP01a (N)	Number of vacant commercial properties	Monthly	✓		✓	
CP01a	Percentage of vacant units	Monthly	✓		✓	
CP05	Percentage commercial property debtors on payment plans	Monthly	✓		✓	
CP06	Percentage of commercial property income received against forecast	Monthly	✓		✓	

## Resident Services – Housing

Strategic Housing			Reported to			
Measure Code	Measure Name	Frequency	SLT	H&C OSC	F&R OSC	SPAE OSC
SH01	Number of homeless applications	Monthly	✓	✓		
SH52	Total number of placements in temporary accommodation	Monthly	✓	✓		
SH02	Average time spent in temporary accommodation (for those leaving TA in the period)	Monthly	✓	✓		
SH03	Number of households in Bed & Breakfast	Monthly	✓	✓		
SH04	Average time spent in Bed & Breakfast (for those leaving B&B in the period)	Monthly	✓	✓		
Sh05	Cost of Bed & Breakfast in Period	Monthly	✓	✓		
SH34	Total number of Houses in Multiple Occupation (HMOs) with a licence	Monthly	✓	✓		

Housing Property Services			Reported to			
Measure Code	Measure Name	Frequency	SLT	H&C OSC	F&R OSC	SPAE OSC
PP10	Percentage of emergency repairs completed within 4 hours	Monthly	✓	✓		
HPS01	Percentage of all repairs completed within target	Monthly	✓	✓		
PP13b	Percentage of responsive repairs completed right first time	Monthly	✓	✓		

HPS02	Percentage of stock condition surveys undertaken (as % of total stock)	Monthly	✓	✓		
HPS03	Average time to re-let an HRA property	Monthly	✓	✓		
HPS04	Percentage of Fire Risk Assessments (FRA) in place	Monthly	✓	✓		
HPS05	Percentage of outstanding High risk FRA actions	Monthly	✓	✓		
HPS06	Percentage of valid Landlord Gas Safety Records (LGSR) in place (annual check)	Monthly	✓	✓		
HPS07	Percentage of communal areas with a current Electrical Installation Condition Report (EICR)	Monthly	✓	✓		
HPS08	Percentage of Water Hygiene inspections completed	Monthly	✓	✓		
HPS09	Percentage of annual Asbestos re-inspections completed	Monthly	✓	✓		
HPS10	Percentage of lift inspections completed	Monthly	✓	✓		

Housing Management			Reported to			
Measure Code	Measure Name	Frequency	SLT	H&C OSC	F&R OSC	SPAE OSC
PL01	Current rent arrears as a percentage of the monthly debit.	Monthly	✓	✓		
PL02	Rent collected as a percentage of rent owed (excluding current arrears brought forward)	Monthly	✓	✓		
HM03	Number of evictions due to arrears in period.	Monthly	✓	✓		
TST02	Percentage of Tenancy Sustainment cases where rent arrears were reduced	Monthly	✓	✓		
HM04	Number of estate inspections completed	Monthly	✓	✓		

## Resident Services – Neighbourhood Delivery








Environmental Services			Reported to			
Measure Code	Measure Name	Frequency	SLT	H&C OSC	F&R OSC	SPAE OSC
WR02	Recycling rate	Quarterly	✓			✓
WR01	Reports of all missed bins per 100,000 collected	Monthly	✓			✓
WR03	Kg per household of residual waste collected	Quarterly	✓			✓
CSG02	Percentage of fly tips collected within the set timescale of 7 days	Quarterly	✓			✓

CSG05	Graffiti Removal - Percentage removed from Dacorum Structures within 7 days	Quarterly	✓			✓
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Regulatory Services			Reported to			
Measure Code	Measure Name	Frequency	SLT	H&C OSC	F&R OSC	SPAE OSC
ECP09	Percentage of high risk (A-D) food inspections/ interventions achieved within the Quarter	Quarterly	✓			✓
RS01	Number of Public Space Protection Order enforcement penalty charge notices served	Quarterly	✓			✓

Community Safety			Reported to			
Measure Code	Measure Name	Frequency	SLT	H&C OSC	F&R OSC	SPAE OSC
CS01	Number of incidents of Dacorum High Risk Domestic Abuse cases heard at the Multi-Agency Risk Assessment Conference (MARAC)	Quarterly	✓	✓		
CS02	Number of community Trigger requests meeting the threshold in which DBC are the primary service	Quarterly	✓	✓		
CS03	Number of current open ASB cases*	Monthly	✓	✓		
CS04	Number of ASB cases closed in the month*	Monthly	✓	✓		
CS05	Safeguarding enquiries responded to within DBC*	Monthly	✓	✓		
CS06	External Safeguarding requests responded to*	Monthly	✓	✓		
CS07	Number of incidents of crime	Quarterly	✓	✓		



Measure Code	Measure Name	This Quarter Actual	This Quarter Target	Last Quarter Actual	Last Quarter Target	-4 Quarters Actual	-4 Quarters Target	DoT	Comments
DMP02	Number of planning applications received	736		606		854			30 Sep 2022 Whilst more applications were received this quarter than last quarter, this represents an approx. 10% fall from the same quarter last year. It should also be noted that a very high % of applications being received are householder, tree, and other applications of a relatively small nature.
DMP03	Percentage of planning application refusals appealed against	33.33%	35.00%	58.54%	35.00%	44.44%	35.00%		Within expected levels.
DMP04	Percentage of major applications determined within 13 weeks (YTD)	25.00%	60.00%	66.67%	60.00%	62.50%	60.00%		Numbers are low which means that each application will have a greater impact on the % figure; however, the reasons behind this disappointing quarterly figure will be investigated further to understand the particular circumstances surrounding this applications and the reasons behind three applications not being determined in time. Certainly this needs to be a measure carefully looked at next time to assess whether this a trend or a one-off.
DMP05	Percentage of minor applications determined within 8 weeks	62.96%	70.00%	67.39%	70.00%	67.54%	70.00%		30 Sep 2022 The fall in performance is reflective of the continuing difficulties of the service in filling staffing vacancies.
DMP06	Percentage of other applications determined within 8 weeks	76.47%	70.00%	71.66%	70.00%	91.97%	70.00%		30 Sep 2022 The significant drop compared to this time last year is reflective of staffing vacancies in the team, but the fact that this area remains above target is testament to the Fast Track structures put in place and the hard work of Officers.

Measure Code	Measure Name	This Quarter Actual	This Quarter Target	Last Quarter Actual	Last Quarter Target	-4 Quarters Actual	-4 Quarters Target	DoT	Comments
DMP07	Percentage of planning applications refused	12.86%	10.00%	11.26%	10.00%	8.77%	10.00%		30 Sep 2022 Slightly above target. This is principally due to the Officers leaving and closing down (by refusing) difficult cases before they left.
DMP08	Percentage of planning applications validated within 4 working days	78%	70%	53%	70%	77%	70%		30 Sep 2022 A great turnaround from the team. This is partly due to a decrease in the number of more complicated planning applications being received, but also reflects the training up of new staff within the team.
DMP30	Appeals dismissed	69.23%	70.00%	100.00%	70.00%	22.22%	70.00%		30 Sep 2022 The 100% appeal dismissed rate could not be continued, but appeal performance in 2022 remains good. Four dismissed appeals were householder applications.
DMP30 (D)	Total number of appeals in period	13		15		9		n/a	
FIN16	Planning Fees ytd actual against profiled budget	£728,751	£782,985	£465,189	£391,493	£753,126	£699,820		30 Sep 2022 Planning Fees are 6.9% under budget at the end of Quarter 2
FIN17	Search Fees ytd actual against profiled budget	£102,012	£115,500	£52,105	£57,750	£127,608	£115,500		30 Sep 2022 Search fees are 11.7% below budget at the end of Quarter 2
LC04	Average time taken to process an official Local Land Charges search	8.89		9.02	10.00	10.13	10.00		30 Sep 2022 Improvement in search turnaround times is reflective of a lower volume of searches in the system
PE01	Priority 1 site visits	90.00%	100.00%	100.00%	100.00%	50.00%	100.00%		A sharp increase in the number of P1 cases.

Measure Code	Measure Name	This Quarter Actual	This Quarter Target	Last Quarter Actual	Last Quarter Target	-4 Quarters Actual	-4 Quarters Target	DoT	Comments
PE02	Priority 2 site visits	66.67%	100.00%	74.07%	100.00%	50.00%	100.00%		A dip in this performance, largely attributable to reduced capacity during the summer holiday period. Nevertheless the Enforcement team leader has been reminded of the importance of hitting this target, not least because it allows the simple cases to be closed down quickly.
PE03	Priority 3 site visits	73.68%	100.00%	82.50%	100.00%	43.93%	100.00%		A dip in this performance, largely attributable to reduced capacity during the summer holiday period. Nevertheless the Enforcement team leader has been reminded of the importance of hitting this target, not least because it allows the simple cases to be closed down quickly.



Strategic Planning and Regeneration

Measure Code	Measure Name	This Quarter Actual	This Quarter Target	Last Quarter Actual	Last Quarter Target	-4 Quarters Actual	-4 Quarters Target	DoT	Comments
SPR05	Number of new homes completed	227		124		209			30 Sep 2022 Data is not provided quarterly
SPR20	Level of CIL receipts			761,081		2,240,328			N/a

Environmental Services

Measure Code	Measure Name	This Quarter Actual	This Quarter Target	Last Quarter Actual	Last Quarter Target	-4 Quarters Actual	-4 Quarters Target	DoT	Comments
CSG01	Percentage of dog fouling reports actioned within the set timescale of 7 days	89.74%	96.00%	89.47%	96.00%	100.00%	95.00%	✓	
CSG01a	Number of dog fouling reports actioned within the set timescale of 7 days	35		34		40		✓	
CSG02	Percentage of fly tips collected within the set timescale of 7 days	92.21%	93.00%	96.02%	93.00%	94.71%	95.00%	✗	
CSG02a	Number of fly tips collected within the set timescale of 7 days	367		338		376		✓	
CSG04a	Percentage of litter cleared in 7 days							?	
WR01	Reports of all missed bins per 100,000 collected	347		369				✓	
WR01a	Justified Missed collections (Excluding Assisted Collections)	1,164		1,339	200	1,555	600	»	
WR03	Number of justified missed assisted collections	169		195	120	245	120	»	
WR04	Average residential waste (KG) per household	0						?	
WR05	Dry recycling Collected	3,546.60		3,843.90	1,200.00	3,922.30	3,600.00	»	
WR06	Total tonnage of garden waste collected	2,420.74		3,518.78	800.00	3,992.86	2,400.00	»	
WR07	Tonnage of food waste	1,197.39		1,228.32	340.00	1,285.65	1,020.00	»	
WR08	% change in commercial waste customers in the quarter							?	

## Regulatory Services

Measure Code	Measure Name	This Quarter Actual	This Quarter Target	Last Quarter Actual	Last Quarter Target	-4 Quarters Actual	-4 Quarters Target	DoT	Comments
ECP01	Percentage of Noise Nuisance cases closed within 60 days	93.95%	85.00%	69.15%	85.00%	87.63%	85.00%	✓	
ECP02	Percentage of registered food premises that have a rating of 4 or 5	74.11%	90.00%	74.40%	90.00%	74.37%	90.00%	✗	
ECP03	Percentage of ECP Service Requests responded to within target	91.44%	95.00%	90.68%	95.00%	95.61%	95.00%	✓	
ECP05	Percentage of Fly tips reported assessed by an Enforcement Officer within 3 working days	89.41%	90.00%	86.06%	90.00%	87.48%	90.00%	✓	
ECP06	Development Control Consultations to ECP with a first formal response within 20 days	100.00%	90.00%	100.00%	90.00%	100.00%	90.00%	→	
ECP07	Number of Environmental Enforcement Actions	1,261		1,165		1,130		✓	
ECP09	Percentage of high risk (A-D) food inspections/interventions achieved within the Quarter	30.34%	95.00%	56.41%	95.00%	46.43%	95.00%	✗	
HS01	All reported accidents/incidents (Including those required to be reported to the HSE)	56		71		57		✓	
HS02	Accidents / incidents that are notifiable to the HSE under RIDDOR	0		2		6		✓	

# Agenda Item 13

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# Agenda Item 14

## SPAEC OSC: Work Programme 2022/23

Meeting Date	Report Deadline	Items	Contact Details	Background information
14 March 2023	3 March 2023			
		<b>Quarter 3 2022/2023 Planning, Development and Regeneration performance Q2</b>	Alex Robinson – Assistant Director for Planning  <a href="mailto:Alex.Robinson@dacorum.gov.uk">Alex.Robinson@dacorum.gov.uk</a>	<b>Quarterly performance report</b>
		<b>Environmental Services Performance Q3  Environmental and Community Protection Performance Report Q3</b>	TBC  Group Manager for Environmental and Community Protection  <a href="mailto:Emma.walker@dacorum.gov.uk">Emma.walker@dacorum.gov.uk</a>	<b>Quarterly performance report</b>
		<b>Paradise Design Code</b>	Alex Robinson  <a href="mailto:Alex.robinson@dacorum.gov.uk">Alex.robinson@dacorum.gov.uk</a>	
		<b>Hemel Place Strategy</b>	<a href="mailto:James.doe@dacorum.gov.uk">James.doe@dacorum.gov.uk</a>  James Doe – Strategic Director	
June 2023				
		<b>Affordable Housing Supplementary Planning Document</b>	Alex Robinson – Assistant Director for Planning  <a href="mailto:Alex.Robinson@dacorum.gov.uk">Alex.Robinson@dacorum.gov.uk</a>	

Others to be programmed