

GENERAL FUND BUDGET CHANGE ANALYSIS 2021/22

EMPLOYEE EXPENDITURE

2020/21 Employee Budget		28,220
<u>Inflation</u>		
Pay award of 2.5% per annum (estimate)		586
Increments		127
Sub total - Inflation		713
<u>Growth items</u>		
Private Sector Housing Officer	Natasha Beresford	40
Strategic Planning Manager	Chris Taylor	80
Poppy Fields cemetery (Bunkers Farm) grounds maintenance	Richard Rice	30
Other growth items under £15k		36
Sub total - Growth items		186
<u>Removal of 2020/21 one-off items (reserve / grant funded)</u>		
Remove secondary pensions contribution lump sum payment in 2020/21	Fiona Jump	(4,680)
Hemel Garden Communities project team	James Doe	(193)
South West Herts Joint Strategic Plan costs	James Doe	(60)
Caravan storage - additional resource to generate additional income	Richard Rice	(15)
Innovation and Improvement Intern post	Ben Trueman	(22)
Web Developer fixed term post	Ben Trueman	(8)
Homeless Prevention and Assessment Team - 2 new posts	Natasha Beresford	(26)
Private Sector Housing 1 year fixed term post	Natasha Beresford	(50)
Sub total - Removal of 2020/21 one-off items		(5,054)
<u>2021/22 one-off items (reserve / grant funded)</u>		
Diversity and Community Inclusion Officer - 3 year fixed term post	Matt Rawdon	47
Climate Change Emergency Officer - 3 year fixed term post	Mark Gaynor/Ben Hosier	40
Planning Enforcement Post - 1 year fixed term	Sara Whelan	41
Innovation & Improvement Intern - further year of fixed term post	Ben Trueman	22
Web Developer fixed term post	Ben Trueman	8
Commercial Waste project officer - 1 year fixed term	Craig Thorpe	20
Staff resources to support additional PPA income	Sara Whelan	110
South West Herts Joint Strategic Plan costs	James Doe	100
Hemel Garden Communities project team	James Doe	250
Sub total - 2021/22 one-off items		638
<u>Efficiency savings</u>		
Revenues and Benefits service review	Chris Baker	(30)
Legal and Corporate service review	Farida Hussain	(20)
Customer services - staff reconfiguration	Matt Rawdon	(5)
Corporate Support Restructure	Farida Hussain	(35)
Waste Services - savings from new staff joining on lower grades	Craig Thorpe	(25)
Consolidate training budgets in Revenues and Benefits	Chris Baker	(12)
Other minor items under £15k		(22)
Sub total - Efficiency savings		(149)
<u>Other</u>		
Internal movement of budget (no growth or efficiencies to services)		(77)
Sub total - Other		(77)
Total change year on year		(3,742)
2021/22 Employee Budget		24,478

**GENERAL FUND BUDGET CHANGE ANALYSIS 2021/22
PREMISES EXPENDITURE**

2020/21 Premises Budget	4,739
Inflation	
General inflation	105
Sub total - Inflation	105
Growth items	
Poppy Fields Cemetery Operational Costs (Bunkers Farm) Richard Rice	37
Berkhamsted Multi-Storey car park - maintenance, cleaning and business rates Ben Hosier	64
Sub total - Growth items	101
Total change year on year	206
2021/22 Premises Budget	4,945

**GENERAL FUND BUDGET CHANGE ANALYSIS 2021/22
TRANSPORT EXPENDITURE**

2020/21 Transport Budget	1,550
Inflation	
General inflation	66
Sub total - Inflation	66
Efficiency savings	
Reduction in Travel Expenditure Craig Thorpe/Emma Walker	(20)
Sub total - Efficiency Savings	(20)
Total change year on year	46
2021/22 Transport Budget	1,596

**GENERAL FUND BUDGET CHANGE ANALYSIS 2021/22
SUPPLIES & SERVICES EXPENDITURE**

2020/21 Supplies & Services Budget		7,056
<u>Inflation</u>		
Inflation on ICT costs and contracted services		70
Sub total - Inflation		70
<u>Growth items</u>		
Robotic Process Automation – Licensing & Support	Ben Trueman	23
Booking Live Licence / Support	Ben Trueman	10
Capita payment system cloud hosting	Ben Trueman	10
Poppy Fields Cemetery Operational Costs (Bunkers Farm)	Richard Rice	14
Berkhamsted Multi-Storey car park - car park services costs	Ben Hosier	21
Sub total - Growth items		78
<u>Removal of 2020/21 one-off items (reserve / grant funded)</u>		
Caravan storage - additional resource to implement proposal	Richard Rice	(5)
Review and improvement of planning process	Sara Whelan	(50)
Leisure - feasibility work Berkhamsted Leisure Centre	Ben Hosier	(65)
Controlled Parking Zones	Ben Hosier	(45)
VE Day event	Farida Hussain	(30)
Armed Forces Day	Matt Rawdon	(20)
Sub total - Removal of 2020/21 one-off items		(215)
<u>2021/22 one-off items (reserve / grant funded)</u>		
Funding for Local Plan in year of examination	Chris Taylor	155
Climate Change Emergency Budget (for technical studies, consultancy support and community initiatives and events)	Mark Gaynor/Ben Hosier	100
Diversity and Inclusion Officer - associated budget	Matt Rawdon	5
Hemel Garden Communities project work	James Doe	50
South West Herts Joint Strategic Plan costs	James Doe	140
Sub total - 2021/22 one-off items		450
<u>Efficiency savings</u>		
Revenues e-billing	Chris Baker	(5)
Customer Services efficiencies	Matt Rawdon	(2)
Reduction in Telephony Expenditure	Ben Trueman	(10)
Reduction of legal expenses budget in Revenues and Benefits	Chris Baker	(14)
Non replacement of dog waste bins (if near a general waste bin)	Craig Thorpe	(15)
Savings in revenue costs through capital purchases of wheeled bins	Craig Thorpe	(25)
Minor savings under £5k		(8)
Sub total - Efficiency savings		(79)
<u>Other</u>		
Internal movement of budget (no growth or efficiencies to services)		127
Sub total - Other		127
Total change year on year		431
2021/22 Supplies & Services Budget		7,487

**GENERAL FUND BUDGET CHANGE ANALYSIS 2021/22
THIRD-PARTY PAYMENTS**

2020/21 Third Party Payments Budget	902
Inflation	
Contractual inflation	18
Sub total - Inflation	18
Removal of 2020/21 one-off items (reserve / grant funded)	
New payroll contract implementation costs	Fiona Jump (60)
Sub total - 2021/22 one-off items	(60)
Efficiency savings	
In-house Resilience Service Delivery	Emma Walker (20)
Internal Audit contract	Fiona Jump (20)
Sub total - Efficiency savings	(40)
Other	
Internal movement of budget (no growth or efficiencies to services)	(9)
Sub total - Other	(9)
Total change year on year	(91)
2021/22 Third Party Payments Budget	811

**GENERAL FUND BUDGET CHANGE ANALYSIS 2021/22
TRANSFER PAYMENTS**

2020/21 Transfer Payments Budget	47,149
Total change year on year	0
2021/22 Transfer Payments Budget	47,149

**GENERAL FUND BUDGET CHANGE ANALYSIS 2021/22
INCOME**

2020/21 Income Budget		(18,395)
Inflation		
General inflation		(264)
Sub total - Inflation		(264)
Growth items		
Ongoing pressure in Commercial Waste income from Covid-19 impact	Craig Thorpe	100
Ongoing pressure in Commercial rents from Covid-19 impact	Richard Rice	1,000
Ongoing pressure in garage rents from Covid-19 impact	Jason Grace	500
Ongoing pressure in Leisure income from Covid-19 impact	Ben Hosier	501
Hemel Hempstead Market	Chris Taylor	20
Sub total - Growth items		2,121
Increased income		
Temporary Accommodation	Natasha Beresford	(210)
Caravan Storage income	Richard Rice	(10)
Planning fees	Sara Whelan	(50)
Planning Performance Agreement income	Sara Whelan	(145)
Land Disposal Enquiry Charges	Richard Rice	(20)
Income from Health Certificates	Emma Walker	(5)
Littering & Public Spaces Protection Orders (PSPO) Income	Emma Walker	(5)
Income from charging Registered Providers for Housing allocations	Natasha Beresford	(5)
Sub total - Increased income		(450)
Other		
Internal movement of budget (no growth or efficiencies to services)		30
Sub total - Other		30
Total change year on year		1,437
2021/22 Income Budget		(16,958)

**GENERAL FUND BUDGET CHANGE ANALYSIS 2021/22
GRANTS, REIMBURSEMENTS AND CONTRIBUTIONS**

2020/21 Grants, Reimbursements and Contributions Budget	(51,426)
Inflation	
General inflation	(35)
Sub total - Inflation	(35)
Removal of 2020/21 one-off items (reserve / grant funded)	
Homeless Prevention and Assessment Team - 2 new posts	Natasha Beresford 26
South West Herts Joint Strategic Plan	James Doe 60
Sub total - Removal of 2020/21 one-off items	86
2021/22 one-off items (reserve / grant funded)	
South West Herts Joint Strategic Plan	(240)
Sub total - 2021/22 one-off items	(240)
Growth items	
Reduction to Benefits Administration Subsidy grant	Chris Baker 60
Waste Services Alternative Financial Model (AFM)	Craig Thorpe 50
Sub total - Growth items	110
Increased income	
Bunkers Farm consortium income	Richard Rice (50)
Sub total - Increased income	(50)
Other	
Internal movement of budget (no growth or efficiencies to services)	(41)
Sub total - Other	(41)
Total change year on year	(170)
2021/22 Grants, Reimbursements and Contributions Budget	(51,596)

**GENERAL FUND BUDGET CHANGE ANALYSIS 2021/22
RECHARGE TO THE HRA**

2020/21 Recharge to the HRA	(4,384)
Other	
Adventure Playgrounds - cessation of cleaning service from Housing Cleaning and move in house	Matt Rawdon (25)
Budget virements from Income	(30)
Annual inflationary uplift in HRA recharge (in line with salaries inflation)	(168)
Sub total - Other	(223)
Total change year on year	(223)
2021/22 Recharge to the HRA	(4,607)