

GENERAL FUND BUDGET CHANGE ANALYSIS 2021/22

EMPLOYEE EXPENDITURE

2020/21 Employee Budget		28,220
Inflation		
Estimated pay award of 1.75% including £250 increase for employees earning under £24k		445
Increments		127
Sub total - Inflation		572
Growth items		
Private Sector Housing Officer	Natasha Beresford	40
Strategic Planning Manager	Chris Taylor	80
Poppy Fields cemetery (Bunkers Farm) grounds maintenance	Richard Rice	30
Climate Change Emergency Officer	Mark Gaynor/Ben Hosier	40
Other growth items under £15k		35
Sub total - Growth items		225
Removal of 2020/21 one-off items (reserve / grant funded)		
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)
2021/22 one-off items (reserve / grant funded)		
Diversity and Community Inclusion Officer - 3 year fixed term post	Matt Rawdon	47
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
Community Safeguarding fixed term support	Matt Rawdon	150
National Graduate Development Programme	Matt Rawdon	75
Homeless Prevention and Assessment Team - new post	Natasha Beresford	36
Sub total - 2021/22 one-off items		859
Efficiency savings		
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)
Other		
Internal movement of budget (no growth or efficiencies to services)		(77)
Sub total - Other		(77)
Total change year on year		(3,623)
2021/22 Employee Budget		24,597

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

2020/21 Premises Budget	4,739
<u>Inflation</u>	
General inflation	105
Sub total - Inflation	105
<u>Growth items</u>	
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
<u>Inflation</u>	
General inflation	66
Sub total - Inflation	66
<u>Efficiency savings</u>	
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
Performance Management System	Ben Trueman	10
Sub total - Growth items		88
<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
Leadership Development Programme	Matt Rawdon	70
Governance and Project Management Support	Ben Trueman	50
3 Year Service Planning Programme	Ben Trueman	80
Sub total - 2021/22 one-off items		650
<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		641
2021/22 Supplies & Services Budget		7,697

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

2020/21 Third Party Payments Budget	902
<u>Inflation</u>	
Contractual inflation	18
Sub total - Inflation	18
<u>Removal of 2020/21 one-off items (reserve / grant funded)</u>	
New payroll contract implementation costs	Fiona Jump (60)
Sub total - 2021/22 one-off items	(60)
<u>Efficiency savings</u>	
In-house Resilience Service Delivery	Emma Walker (20)
Internal Audit contract	Fiona Jump (20)
Sub total - Efficiency savings	(40)
<u>Other</u>	
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)
<u>Inflation</u>		
General inflation		(264)
Sub total - Inflation		(264)
<u>Growth items</u>		
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
<u>Increased income</u>		
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)
<u>Other</u>		
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)
<u>Inflation</u>		
General inflation		(35)
Sub total - Inflation		(35)
<u>Removal of 2020/21 one-off items (reserve / grant funded)</u>		
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
<u>2021/22 one-off items (reserve / grant funded)</u>		
South West Herts Joint Strategic Plan	James Doe	(240)
Homeless Prevention and Assessment Team - new post	Natasha Beresford	(36)
Sub total - 2021/22 one-off items		(276)
<u>Growth items</u>		
Reduction to Benefits Administration Subsidy grant	Chris Baker	60
Waste Services Alternative Financial Model (AFM)	Craig Thorpe	50
Sub total - Growth items		110
<u>Increased income</u>		
Bunkers Farm consortium income	Richard Rice	(50)
Sub total - Increased income		(50)
<u>Other</u>		
Internal movement of budget (no growth or efficiencies to services)		(42)
Sub total - Other		(42)
Total change year on year		(207)
2021/22 Grants, Reimbursements and Contributions Budget		(51,633)

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

2020/21 Recharge to the HRA		(4,384)
<u>Other</u>		
Adventure Playgrounds - cessation of cleaning service from Housing Cleaning and move in house	Matt Rawdon	(25)
Budget virements from Income		(30)
Annual 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)