

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 20

meeting date: 16 NOVEMBER 2010  
 title: CAPITAL MONITORING 2010/11  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: NEIL SANDIFORD

## 1 PURPOSE

1.1 To inform members of progress to the end of October with the capital programme for this committee for the current financial year.

## 2 BACKGROUND

2.1 Following recommendations by a special meeting of Policy and Finance Committee on 9 February, Full Council approved the capital programme on 2 March 2010.

2.2 For 2010/11 there were 2 schemes originally approved for this Committee totalling £32,750. This has since been added to for slippage and additional approvals.

## 3 2010/11 SCHEMES

3.1 The programme for the year consists of schemes slipped from 2009/10 and also new schemes approved as part of the council's 5 year capital programme.

3.2 Annex 1 shows the full programme by scheme along with the budget and expenditure to date. This information is shown in summary below and shows that to date 72% of the budget has been spent.

Original Estimate 2010/11 £	Slippage £	Additional Approvals £	Total Approved Budget £	Actual and Commitments to date £
32,750	8,840	163,950	205,540	148,669

3.3 Responsible officers have been asked to update the capital evaluation sheets to give an indication of progress with their schemes. These are attached at Annex 2.

3.4 Members will see at Annex 1 and 2 of the report that a further scheme has been brought into the programme for energy efficiency work at Ribblesdale Pool and the Council's football changing rooms at Edisford. This scheme is fully funded from grant income, secured through partnership working from the North West Improvement and Efficiency Partnership (NWIEP).

## 4 CONCLUSION

4.1 Progress has been made on all schemes, although expenditure has yet to be committed on some schemes.

4.2 Members should consider the report and make any comments regarding specific schemes felt necessary.

NEIL SANDIFORD  
TECHNICAL ACCOUNTANT

PF54-10/NS/AC  
18 October 2010

## Policy and Finance Capital Programme 2010/11

Cost Centre	Schemes	Budget Analysis				Expenditure Analysis
		Original Estimate 2010/11 £	Slippage £	Additional Approvals £	Total Approved Budget £	Actual and Commitments to date £
BACSC	Replacement BACS and cheque printing software/hardware			10,670	10,670	0
ENEFF	Energy Efficiency (NWIEP) Scheme			23,280	23,280	0
LYTHC	External repairs to Longridge Youth Club	22,750			22,750	14,990
OFCEI	Council Offices - Energy Efficiency		8,570		8,570	1,046
ROEGR	Grant to Roefield (Residual MTI grant)			130,000	130,000	130,000
SERVB	Computer Servers and Bulk Printer Replacement	10,000	270		10,270	2,633
	<b>Total Policy and Finance Committee</b>	<b>32,750</b>	<b>8,840</b>	<b>163,950</b>	<b>205,540</b>	<b>148,669</b>

**RIBBLE VALLEY BOROUGH COUNCIL**  
**Capital Project Evaluation Statement - Capital Programme 2010/11**

**ANNEX 2**

<b>Cost Centre</b>	<b>BACSC</b>
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<b>Scheme Title</b>	<b>REPLACEMENT BACS AND CHEQUE PRINTING SOFTWARE/HARDWARE</b>	
<b>Officer Responsible</b>	<b>LAWSON ODDIE</b>	
<b>Brief Description of Scheme</b>	There are future support issues in respect of the council's current BACS and cheque printing hardware and software. This scheme is for replacement of the hardware and software.	
<b>Link to Council Ambitions and Priorities</b>	To be a well managed council providing efficient services based on identified customer needs.	
<b>Statutory or Legal Obligations</b>		
<b>Performance Management</b>	None replacement would jeopardise our ability to make timely payments by BACS and Cheque	
<b>Efficiency and Value for Money</b>	The future movement of benefit payments from cheque to BACS will provide staff time and financial efficiencies	
<b>Consultation</b>	-	
<b>Key Dates</b>	<b>Start Date:</b>	
	<b>Anticipated Completion Date:</b>	
	<b>Any Other Key Dates</b>	<b>Description of Work</b>
<b>Useful Economic Life</b>		
<b>Environmental Impact</b>	None	
<b>Additional Information</b>	-	
<b>Risk Assessment</b>	<b>Political:</b> none identified <b>Economic:</b> Failure to make timely payment to suppliers could harm relationships with suppliers <b>Sociological:</b> <b>Technological:</b> The fast paced movement in technology can see make equipment obsolete <b>Legal:</b> None Identified <b>Environmental:</b> None Identified	

Cost Centre	<b>BACSC</b>
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	<b>Total Budget for Scheme:</b>	<b>£10,670</b>
	<b>Expected Total Cost of Scheme:</b>	<b>£10,670</b>
	<b>Revenue Implications:</b>	
	<b>Approved by Committee:</b>	
	<b>Date Approved:</b>	
	<b>Minute Reference:</b>	

<b>Expenditure Analysis</b>		<b>Total Cost of Scheme £</b>
	<b>Cost of Land:</b>	
	<b>Contractors:</b>	
	<b>Equipment/Materials:</b>	<b>10,670</b>
	<b>Fees (External):</b>	
	<b>Internal Staff Salaries:</b>	
	<b>Planning Fees/Building Regulations:</b>	
	<b>Other (Grants):</b>	
	<b>TOTAL:</b>	<b>10,670</b>

<b>MONITORING – COMMENTS ON PROGRESS (COMPLETED EACH PERIOD BY OFFICER RESPONSIBLE)</b>	
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September 2010	Currently trialling a product called BACS.IP. The product is free for the first year and approx £315 in the second and subsequent years. A successful test submission has been made to BACS with this software. However, continuing research as currently unsure how stable this software is (although it is listed as approved software with BACS) and the level of support we would receive. The cheque printing hardware would cost just less than £2,000.
October 2010	Research is continuing on the software, together with a review of other potential software providers.

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<b>Cost Centre</b>	<b>ENEFF</b>
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<b>Scheme Title</b>	<b>ENERGY EFFICIENCY (NWIEP) SCHEME</b>	
<b>Officer Responsible</b>	<b>TIM LYNAS</b>	
<b>Brief Description of Scheme</b>	Installation of energy efficiency lighting in the pool and football changing rooms together with boiler controls and soft start air handling units at the pool.	
<b>Link to Council Ambitions and Priorities</b>	To protect and enhance the existing environmental quality of our area	
<b>Statutory or Legal Obligations</b>	None Identified	
<b>Performance Management</b>	Improved energy efficiency in our buildings will reduce the Council's environmental impact and energy costs. The use of LED light fittings within the scheme will reduce the need for the replacement of costly light tubes.	
<b>Efficiency and Value for Money</b>	The capital cost of the scheme will be met by the North West Improvement and Energy Efficiency Partnership and will result in a reduction in the consumption and cost of the Councils energy use.	
<b>Consultation</b>	Meetings have been held with Envirolink North West and other energy managers across the North West	
<b>Key Dates</b>	<b>Start Date:</b>	November 2010
	<b>Anticipated Completion Date:</b>	January 2011
	<b>Any Other Key Dates</b>	<b>Description of Work</b>
<b>Useful Economic Life</b>	The life expectancy of the equipment will be between 15 – 20 years	
<b>Environmental Impact</b>	A reduction of emissions	
<b>Additional Information</b>	N/ A	
<b>Risk Assessment</b>	<b>Political:</b> none <b>Economic:</b> reduction to the Councils costs <b>Sociological:</b> none <b>Technological:</b> use of latest technology <b>Legal:</b> none <b>Environmental:</b> reduction of Councils emissions	
<b>External Funding</b>	<b>Scheme fully funded through grant from North West Improvement and Efficiency Partnership Grant: £23,280</b>	

<b>Cost Centre</b>	<b>ENEFF</b>
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<b>Financial Summary</b>	<b>Additional Approval:</b>	£23,280
	<b>Expected Total Cost of Scheme:</b>	£23,280
	<b>Revenue Implications:</b>	
	<b>Approved by Committee:</b>	
	<b>Date Approved:</b>	
	<b>Minute Reference:</b>	

<b>Expenditure Analysis</b>	<b>Cost of</b>	<b>Expected Expenditure 2010/11 £</b>	<b>Total Cost of Scheme £</b>
	<b>Land:</b>		
	<b>Contractors:</b>	23,280	23,280
	<b>Equipment/Materials:</b>		
	<b>Fees (External):</b>		
	<b>Internal Staff Salaries:</b>		
	<b>Planning Fees/Building Regulations:</b>		
	<b>Other:</b>		
	<b>TOTAL:</b>	<b>23,280</b>	<b>23,280</b>

<b>MONITORING – COMMENTS ON PROGRESS (COMPLETED EACH PERIOD BY OFFICER RESPONSIBLE)</b>	
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October 2010	Funding of this project will be from the North West Improvement and Efficiency Partnership and will result in reduced energy costs and emissions.

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Cost Centre	LYTHC
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<b>Scheme Title</b>	<b>EXTERNAL REPAIRS – LONGRIDGE YOUTH CLUB</b>	
<b>Officer Responsible</b>	<b>TIM LYNAS</b>	
<b>Brief Description of Scheme</b>	The property is owned by the council but it has been occupied by Lancashire Youth Service for a number of years. The council has decided to renew the lease however the building is in a state of disrepair and the council have external repairing obligations. The proposal is to bring the property back into good condition.	
<b>Link to Council Ambitions and Priorities</b>	To be a well managed council providing efficient services based on identified customer needs.	
<b>Statutory or Legal Obligations</b>	CDM regulations may be applicable	
<b>Performance Management</b>	The youth service would continue and the appearance of the centre may attract more visitors.	
<b>Efficiency and Value for Money</b>	The external repairs scheme could be progressed without any external consultancy input. This is due to the historic specification that was prepared as part of the report for the site	
<b>Consultation</b>	The poor condition of external elevations and roof has been highlighted as part of the surveying sections internal condition survey programme.	
<b>Key Dates</b>	<b>Start Date:</b>	July 2010
	<b>Anticipated Completion Date:</b>	September 2010
	<b>Any Other Key Dates</b>	<b>Description of Work</b>
		Renovations
<b>Useful Economic Life</b>	The redecorations would be required every 5 years. The windows and doors would have an expected life of 20 years.	
<b>Environmental Impact</b>	Where possible will specify slate from domestic sustainable sources reducing the transport impact as well as minimising the use of natural materials. We will investigate the use of materials with a recycled content.	
<b>Additional Information</b>	None	
<b>Risk Assessment</b>	<p><b>Political:</b> public sector debt may undermine the political momentum to invest in the facilities. These risks could be mitigated by showing the long term benefits of investing in more efficient buildings including double glazed windows.</p> <p><b>Economic:</b> the long term benefits of investing in more efficient buildings should be highlighted.</p> <p><b>Sociological:</b> none identified</p> <p><b>Technological:</b> wherever possible the latest technology will be specified as part of this scheme</p> <p><b>Legal:</b> building regulations and health and safety legislation will have to be adhered to.</p> <p><b>Environmental:</b> the council is coming under increasing pressure to reduce the operational impact of its properties specifically in terms of carbon emissions</p>	



<b>Cost Centre</b>	<b>LYTHC</b>
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<b>Financial Summary</b>	<b>Approved Budget for Current Year:</b>	<b>£22,750</b>
	<b>Expected Total Cost of Scheme:</b>	£22,750
	<b>Revenue Implications:</b>	None identified
	<b>Approved by Committee:</b>	Full Council
	<b>Date Approved:</b>	2 <sup>nd</sup> March 2010
	<b>Minute Reference:</b>	

<b>Expenditure Analysis</b>		<b>Expected Expenditure 2010/11 £</b>	<b>Total Cost of Scheme £</b>
	<b>Cost of Land:</b>		
	<b>Contractors:</b>	22,750	22,750
	<b>Equipment/Materials:</b>		
	<b>Fees (External):</b>		
	<b>Internal Staff Salaries:</b>		
	<b>Planning Fees/Building Regulations:</b>		
	<b>Other:</b>		
	<b>TOTAL:</b>	<b>22,750</b>	<b>22,750</b>

**MONITORING – COMMENTS ON PROGRESS (COMPLETED EACH PERIOD BY OFFICER RESPONSIBLE)**

March 2010	Negotiations over the terms of the new lease with LCC are progressing. Subject to agreement being reached by June 2010 the specification can be tendered and the work can be undertaken in September.
September 2010	The negotiations over the terms of the new lease have been concluded and LCC have agreed to the rent. Work will now commence.
October 2010	The scheme was competitively tendered and the contract has been awarded to Tony Pritt builders Ltd. Due to current workload the contract is due to start in January 2011 with an anticipated time on site of 4 weeks. A meeting will be held with the Youth and Community managers in early December to outline the proposed work to ensure that the disruption to the occupier is kept to a minimum.

**RIBBLE VALLEY BOROUGH COUNCIL**  
**Capital Project Evaluation Statement - Capital Programme 2010/11**

<b>Cost Centre</b>	<b>OFCEI</b>
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Name of Scheme	<b>COUNCIL OFFICES – FIRE SAFETY IMPROVEMENTS TO CEILINGS</b>		
Officer Responsible	<b>SYD CHAMLEY</b>		
Description of Scheme	Replacement of existing suspended ceilings		
Benefits of Scheme	Improved fire and safety energy performance		
Project Timetable	Start Date	July 2005	
	Completion Date		
	Any Other Key Dates	Description of Work	
		Strip our concealed grid ceiling and replace with exposed grid ceiling	
Indication of any problems which may ultimately affect either the project timetable or final costs	None		
Can the scheme be achieved with existing staff capacity? If not, what do you propose	Yes		
What are the revenue implications of the scheme?	None		
Financial Summary	Slippage from 2009/10:		£8,570
	Total Budget for Year:		£8,750
	Expected Total Cost of Scheme:		£125,888
	Approved by Committee:		Council
	Date:		1 March 2005
	Minute Ref:		

		Actual Expenditure 2005/06 to 2007/08 £	Actual Expenditure 2008/09 £	Actual Expenditure 2009/10 £	Expected 2010/11 £	Total Cost of Scheme £
Expenditure Analysis	Land					
	Cost of Work	89,411	14,768	13,139	8,570	125,888
	Retention (show separately)					
	Other Costs					
	External Fees					
	Internal Salaries					
	<b>TOTAL</b>	89,411	14,768	13,139	8,570	125,888
Monitoring - Comments on Progress (Completed Each Period by Officer Responsible)						
End June 2005	Design works carried out. Delay due to programming on site. Works to start during holiday period to minimise disruption. Anticipate some of the budget may not be needed or may need to be moved to 2006/07, depending on progress.					
End Sept 2005	Work complete to several areas, including housing, level C, chief executive. Remaining ceiling due for replacing January 2006.					
End Dec 2005	As September 2005					
End March 2006	Work to commence on staircases March 2006. Office area to Level C legal services planned for July 2006.					
End Sept 2006	Work delayed since July due to contractor commitments. Work planned October 2006 for Environmental Health Section followed by Legal Services. If funding allows then other items will be identified and work carried out.					
End Dec 2006	Work done to Environmental Health Section ceiling. Legal Section to commence February. Hope to carry out other work before end of March. Will be some slippage into 2007/08.					
End March 2007	Work undertaken to remainder of Level C over weekends of 3, 4 and 10, 11 March 2007. Final phase of work to Level B will be undertaken during 07/08 in June with Budget for 2007/08					
End September 2007	Planned work during January 08 for level B finance office and remainder of level C.					
September 2010	Suspended ceilings were replaced in the Typing Centre in June. Further work will be completed in 2010/11					
October 2010	Various areas within the across all levels due to be completed within this financial year.					

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**Capital Project Evaluation Statement - Capital Programme 2010/11**

<b>Cost Centre</b>	<b>ROEGR</b>
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<b>Scheme Title</b>	<b>GRANT TO ROEFIELD – RESIDUAL FORMER MTI GRANT</b>	
<b>Officer Responsible</b>	<b>JANE PEARSON</b>	
<b>Brief Description of Scheme</b>	Provision of a grant to Roefield using the residual former MTI (Clitheroe the Future) monies, to support the building development work at the site.	
<b>Link to Council Ambitions and Priorities</b>	To help make people's lives safer and healthier	
<b>Statutory or Legal Obligations</b>	None	
<b>Performance Management</b>	Not Applicable	
<b>Efficiency and Value for Money</b>	Not Applicable	
<b>Consultation</b>	None	
<b>Key Dates</b>	<b>Start Date:</b>	June 2010
	<b>Anticipated Completion Date:</b>	
	<b>Any Other Key Dates</b>	<b>Description of Work</b>
<b>Useful Economic Life</b>	Not applicable	
<b>Environmental Impact</b>	None	
<b>Additional Information</b>		
<b>Risk Assessment</b>	<b>Political:</b> <b>Economic:</b> <b>Sociological:</b> <b>Technological:</b> <b>Legal:</b> <b>Environmental:</b>	

<b>Cost Centre</b>	<b>ROEGR</b>
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<b>Financial Summary</b>	<b>Additional Approval:</b>	£130,000
	<b>Expected Total Cost of Scheme:</b>	<b>£130,000</b>
	<b>Revenue Implications:</b>	None identified
	<b>Approved by Committee:</b>	Policy and Finance
	<b>Date Approved:</b>	8 June 2010
	<b>Minute Reference:</b>	Minute number 103

<b>Expenditure Analysis</b>		<b>Expected Expenditure 2010/11 £</b>	<b>Total Cost of Scheme £</b>
	<b>Cost of Land:</b>		
	<b>Contractors:</b>		
	<b>Equipment/Materials:</b>		
	<b>Fees (External):</b>		
	<b>Internal Staff Salaries:</b>		
	<b>Planning Fees/Building Regulations:</b>		
	<b>Other:</b>	130,000	<b>130,000</b>
	<b>TOTAL:</b>	<b>130,000</b>	<b>130,000</b>

<b>MONITORING – COMMENTS ON PROGRESS (COMPLETED EACH PERIOD BY OFFICER RESPONSIBLE)</b>
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September 2010	Approval to make grant payment was made by P&F Committee in June 2010. Payments of just over £93,000 have been made to Roefield more recently from this grant, with all payments supported by copy invoices of expenditure incurred by Roefield
October 2010	The full £130,000 has been paid over to Roefield and all payments have been fully support by copy invoices

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<b>Cost Centre</b>	<b>SERVB</b>
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<b>Scheme Title</b>	<b>COMPUTER SERVER AND BULK PRINTER REPLACEMENT</b>	
<b>Officer Responsible</b>	<b>PETER HOTHERSALL</b>	
<b>Brief Description of Scheme</b>	Final year of a three year project to rationalise the council's server utilisation and replacement of bulk printers.	
<b>Link to Council Ambitions and Priorities</b>	To be a well managed council providing efficient services based on identified customer needs	
<b>Statutory or Legal Obligations</b>	None	
<b>Performance Management</b>	Ensure replacement of outdated servers before any failures	
<b>Efficiency and Value for Money</b>	Reduced risks of systems downtime	
<b>Consultation</b>	None	
<b>Key Dates</b>	<b>Start Date:</b>	Final year of a three year plan
	<b>Anticipated Completion Date:</b>	
	<b>Any Other Key Dates</b>	<b>Description of Work</b>
<b>Useful Economic Life</b>	5 years	
<b>Environmental Impact</b>	All requirements of the waste electrical and electronic equipment regulations (WEEE) are satisfied.	
<b>Additional Information</b>	None	
<b>Risk Assessment</b>	<b>Political:</b> none identified <b>Economic:</b> none identified <b>Sociological:</b> none identified <b>Technological:</b> reduced risk of failure <b>Legal:</b> none identified <b>Environmental:</b> none identified	

<b>Cost Centre</b>	<b>SERVB</b>
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<b>Financial Summary</b>	<b>Slippage:</b>	<b>£270</b>
	<b>Approved Budget for Current Year:</b>	<b>£10,000</b>
	<b>Expected Total Cost of Scheme:</b>	£10,270
	<b>Revenue Implications:</b>	None identified
	<b>Approved by Committee:</b>	Full Council
	<b>Date Approved:</b>	2 March 2010
	<b>Minute Reference:</b>	

		<b>Expected Expenditure 2010/11</b>	<b>Total Cost of Scheme</b>
		<b>£</b>	<b>£</b>
<b>Expenditure Analysis</b>			
	<b>Contractors:</b>		
	<b>Equipment/Materials:</b>	10,270	<b>10,270</b>
	<b>Fees (External):</b>		
	<b>Internal Staff Salaries:</b>		
	<b>Planning Fees/Building Regulations:</b>		
	<b>Other:</b>		
	<b>TOTAL:</b>	<b>10,270</b>	<b>10,270</b>

<b>MONITORING – COMMENTS ON PROGRESS (COMPLETED EACH PERIOD BY OFFICER RESPONSIBLE)</b>	
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March 2010	Plans are now in place for upgrading the remaining servers and the purchase of replacement printers.
September 2010	To date 10 servers have been replaced using virtualisation technology and one bulk printer purchased. The programme will be completed this year.
October 2010	New bulk printer installed, work ongoing upgrading remaining servers. The programme is on course to be completed this year