

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 9

meeting date: 27 OCTOBER 2015
title: CAPITAL PROGRAMME BIDS AND REVIEW 2016-2019
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To recommend the proposed future three-year capital programme (2016/17 to 2018/19) for this committee.

2 BACKGROUND

2.1 This report will review the draft programme of schemes for the next three financial years (2016/17 to 2018/19), based on the bids received from Heads of Service.

2.2 Schemes were considered at this time last year for the 2016/17 and 2017/18 financial years. No bids have previously been requested for the 2018/19 financial year.

2.3 In the same manner as previous years, all Heads of Service were asked to review the schemes previously approved for 2016/17 and 2017/18 and submit new capital bids for 2018/19, bearing in mind the limited financial resources that are available to finance the capital programme.

3 CAPITAL PROGRAMME BIDS AND REVIEW 2016/17 TO 2018/19

3.1 The proposed schemes have been entered into the draft programme in two ways. Firstly, Heads of Service were asked to review the programme of provisionally approved schemes for 2016/17 and 2017/18 and suggest any amendments that were required to those schemes. This review identified one request to be considered:

- £11,500 reduction in the value of the 2017/18 Replacement server for Revenues & Benefits scheme, based on a reduced supplier quote (further details are shown in bid 1 at Annex 1).

3.2 This request would reduce the overall capital programme by £11,500.

3.3 Secondly, Heads of Service were asked to put forward new bids for the 2018/19 capital programme. One bid, totalling £23,500, has been received for 2018/19 (further details are shown in bid 2 at Annex 2).

3.4 New bids for 2016/17 and 2017/18 were not expected unless there were schemes supported by new funding or new circumstances had arisen since this time last year. Six new bids were received, which included funding requests for 2016/17 and 2017/18, totalling £232,450 (further details are shown in bids 3 to 8 at Annex 2).

- 3.5 Annex 3 shows the financial impact of each new bid put forward and any changes requested to previously approved 2016/17 and 2017/18 capital schemes. A summary for this committee is shown below.

Policy and Finance Committee Schemes	2016/17 £	2017/18 £	2018/19 £	TOTAL £
Previously Approved Schemes Brought Forward	100,000	36,250	0	136,250
Requests for Changes in Scheme Value	0	-11,500	0	-11,500
New Bids Received	79,000	153,450	23,500	255,950
Overall Total – All Schemes	179,000	178,200	23,500	380,700

- 3.6 All of the new bids received, totalling £255,950, would require funding from the Council's available capital resources. These capital resources are currently low.
- 3.7 Annex 1 shows the request for changes in value for previously approved bids, whilst Annex 2 shows all new scheme bids for this committee in detail and how each particular scheme links to the Council's ambitions.
- 3.8 Committee members should therefore consider the new scheme bids and request for changes, together with all of the schemes previously approved for 2016/17 and 2017/18. Members are asked to put forward any amendments to those bids that they may wish to make at this stage.
- 3.9 It must be noted that other committees will be receiving similar reports for the new scheme bids. Bids from all committees will finally be considered alongside each other by the Budget Working Group and Policy and Finance Committee against the limited financial resources that are available to finance the capital programme.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – The new bids, as submitted, would require a substantial level of funding from Council resources, £255,950. External funding is minimal. The suggested changes to the existing capital programme for 2016/17 and 2017/18 would have a net impact of a reduction of £11,500.
 - Technical, Environmental and Legal – None.
 - Political – None.
 - Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
 - Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

5 CONCLUSION

- 5.1 Previously approved capital schemes, totalling £136,250, for the 2016/17 and 2017/18 financial years have been reviewed and re-confirmed by Heads of Service. However, one request for changes to a scheme value means a potential net reduction of £11,500 in this value, to £124,750.
- 5.2 Seven new capital scheme bids, spread across the three year period 2016/17 to 2018/19, have been received, totalling £255,950.
- 5.3 None of the new capital scheme bids have associated external funding. The Council's existing capital resources to fund such schemes are currently low.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Consider the future three-year capital programme for 2016/17 to 2018/19 as attached and agree any amendments they wish to make.
- 6.2 Recommend to Policy and Finance Committee a future three-year capital programme for this committee's services.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF67-15/AC/AC
19 October 2015

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – None

Policy and Finance Committee
AMENDED Previously Submitted Capital Bid Submissions

BID 1: Replacement server for Revenues & Benefits

Service Area: Revenues and Benefits

Head of Service: Mark Edmondson

NOTE – This scheme has been updated from the original scheme approved for 2017/18:

- **Reduction in cost of £11,500, based on an updated supplier quote, but also in the context that prices for IT hardware can fluctuate from year to year dependent on the technology available to the market at any one point in time.**
- **Revenue impact saving of £1,000 per annum now identified.**

Brief Description:

This scheme allows for the future replacement of the current SUN M3000 server which hosts the Council's Revenues and Benefits system. In 2017, the current server would be over 5 years old.

Overriding aim/ambition that the scheme meets:

- To be a well-managed council.

Government or other imperatives to the undertaking of this scheme:

Not applicable.

Improving service performance, efficiency and value for money:

This will allow Revenues and Benefits to process Council Tax and Benefits into the future on a reliable platform.

Consultation:

None required – the Head of Revenues and Benefits would be involved in the process of installation to ensure minimal service impact.

Start date, duration and key milestones:

During 2017/18

Financial Implications – CAPITAL:

Breakdown	2016/17 £	2017/18 £	2018/19 £
Equipment/Materials	-	13,500	-
TOTAL	-	13,500	-

NOTE - Initial approval was for £25,000. This update is for a reduction of £11,500. IT costs can change from year to year, either up or down, based on the length of time hardware has been available and whether or not more up to date hardware has come onto the market since a previous estimate. So, the estimate may vary again before this scheme takes place.

Policy and Finance Committee AMENDED Previously Submitted Capital Bid Submissions

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Supplies and Services (reduced yearly support and maintenance costs)	-1,000
Total Estimated <u>Annual</u> SAVINGS	-1,000
Estimated Lifespan	5 years
Total Estimated <u>Lifetime</u> SAVINGS	-5,000

NOTE – Revenue impact saving of £1,000 per year. Updated information on reduced support and maintenance costs has now been factored into the bid.

Useful economic life:

5 – 7 years.

Additional supporting information:

-

Impact on the environment:

Newer ICT equipment is inevitably more efficient in the use of energy.

Risk:

- **Political:** IT hardware failure could result in reputational damage for the Council if it impacts on a service area of high public profile. The method of implementation of the scheme would ensure minimal service disruption.
- **Economic:** Non-replacement of IT hardware presents the risk of major failure and consequential expenditure which would not be budgeted for. This would also impact on service delivery in other areas of the Council.
- **Sociological:** None.
- **Technological:** IT hardware can rapidly become obsolete through technological advances. Care will be taken to ensure that the most up to date technology is taken advantage of.
- **Legal:** The Waste Electrical and Electronic Equipment Directive (WEEE Directive) will be followed in the disposal of obsolete hardware. There is no danger of breaching EU legislation around procurement - Contract Procedure Rules will be followed.
- **Environmental:** With IT hardware soon becoming out-dated, disposal of old and obsolete hardware can be an issue. The Council use an external company in the disposal of IT hardware and abide by the WEEE Directive.

**Policy and Finance Committee
NEW Capital Bid Submissions**

BID 2: Windows Server Upgrade

Service Area: ICT

Head of Service: Lawson Oddie

Brief Description:

We currently operate 27 Windows Servers on version 2008. This will not be supported by Microsoft after 14 January 2020. As this point we would no longer be able to run these servers on version 2008, notably due to the restriction placed on us by PSN requirements.

As a result we will need to upgrade all 27 Windows Servers to the latest available version of Windows Server Operating System.

Overriding aim/ambition that the scheme meets:

- To be a well-managed council.

Government or other imperatives to the undertaking of this scheme:

To ensure security and stability of the corporate network infrastructure, adhere to best practice and to comply with PSN requirements, we are unable to operate any unsupported Operating Systems. Windows Server 2008 will no longer be supported by Microsoft after the 14th January 2020, therefore all Windows Server Operating Systems will need to be upgraded to a supported version prior to that date.

Improving service performance, efficiency and value for money:

This scheme would ensure that all corporate servers are running a supported operating system and the newer feature set will increase administration efficiency.

Consultation:

Discussions within ICT team.

Start date, duration and key milestones:

Purchase through framework agreement: April 2018.

Migration: May 2018 – Nov 2018.

Completion: Dec 2018 / Jan 2019.

Financial Implications – CAPITAL:

Breakdown	2016/17 £	2017/18 £	2018/19 £
Equipment/Materials – <i>purchase of servers</i>	-	-	23,500
TOTAL	-	-	23,500

Policy and Finance Committee NEW Capital Bid Submissions

Financial Implications – ANNUAL REVENUE:

None – existing service.

Useful economic life:

Likely to be in the region of 5 – 7 years. This will be dependent on any future de-supporting dates that are published in the future for the version of Windows Server that we upgrade to.

Additional supporting information:

Purchasing these licenses in 2018/19 will give Ribble Valley ICT the required time to migrate the 27 Windows 2008 servers to the latest version of Windows Server available.

Impact on the environment:

There would be no environmental impact as the purchase relates to software, ie, operating system.

Risk:

- **Political:** None.
- **Economic:** None.
- **Sociological:** None.
- **Technological:** There is a risk that requirements may change in three years due to technological advances and the speed of advances in ICT.
- **Legal:** None.
- **Environmental:** None.

**Policy and Finance Committee
NEW Capital Bid Submissions**

BID 3: Mod Gov Committee System

Service Area: Organisation and Member Development

Head of Service: Diane Rice

Brief Description:

Purchase of an IT system (Mod Gov) and further iPADS to manage the Administration of the Committee system, including web interface.

This system will provide web-based access, storage and management of Council documents for members. Members will be able to:

- set up bespoke access to the committee papers and other documents that suits their individual needs
- add in personal notes on documents
- store all this information on their iPADS: and
- link in with social media communication channels.

A small number of iPADS will support Committee administration in the Civic Suite. For example at Planning Committee on the 15th October a member, using their IPAD, accessed the planning application on the Council's website to clarify a matter of fact, officers could not check or respond as they do not have equivalent access at the meeting.

Overriding aim/ambition that the scheme meets:

- To be a well-managed council.

Government or other imperatives to the undertaking of this scheme:

Not directly.

Improving service performance, efficiency and value for money:

The primary purpose of the scheme would be to support the move to a more web based process following the issue of IPADS to members. There could be savings long term from reduced printing and delivery costs. The system may also enable us to offer a more modern, eg social media type, service to the public.

Consultation:

Discussed with the Chief Executive and Committee administration staff. No consultation externally at this stage.

Start date, duration and key milestones:

Ideally in 2016/17. Not yet determined as dependent on funding from RVBC, no grant available.

Policy and Finance Committee NEW Capital Bid Submissions

Financial Implications – CAPITAL:

Breakdown	2016/17 £	2017/18 £	2018/19 £
Equipment/Materials:			
- Application software (incl year 1 support)	15,300	-	-
- ICT set up costs	4,600	-	-
- IPADs	1,600	-	-
TOTAL	21,500	-	-

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Supplies and services – annual system support (years 2 – 5 initially) – from 2017/18	7,300
Total Estimated <u>Annual</u> SAVING	7,300
Estimated Lifespan	4 years initially but on-going
Total Estimated <u>Lifetime</u> SAVING	29,200

Useful economic life:

Updates should ensure the asset has a long useful economic life. Initial useful life assessed as 5 years.

Additional supporting information:

Bid is based on estimates for Mod Gov software and annual support costs and also iPADs purchases. IT set up costs are based on estimated costs from IT.

Impact on the environment:

The scheme should reduce paper usage and transport therefore better for the environment.

Additional comments to support 2016/17 or 2017/18 bid:

The scheme will also potentially streamline committee admin, reduce costs for printing and delivery and move the Council to a position more in line with the expectations of central government eg in the options for use of social media, it would therefore be appropriate to implement this improvement as soon as practicable.

It will also build on the recent introduction of new technology for Council members and move away from paper based committee documents.

**Policy and Finance Committee
NEW Capital Bid Submissions**

Risk:

- **Political:** N/A
- **Economic:** N/A
- **Sociological:** N/A
- **Technological:** N/A
- **Legal:** N/A
- **Environmental:** N/A

**Policy and Finance Committee
NEW Capital Bid Submissions**

BID 4: Printing section equipment upgrade

Service Area: Organisation and Member Development

Head of Service: Michelle Smith

Brief Description:

To replace three items of printing equipment which are over 10 years old, namely: a Booklet Maker, Collator and Guillotine. These items are used collectively to produce a wide range of printed materials both internally and externally, eg. publicity and information notices, brochures and booklets relating to council services, forms and documents, Agenda papers, event tickets etc. Recently we have experienced problems with the reliability of the Booklet Maker and the Collator and the guillotine was unsafe to use and is now broken.

In addition, upgrade the design system to an Apple platform using an I-Mac with associated software upgrade to Adobe Creative Cloud software suite, and appropriate back-up storage hardware. The Apple platform is a more versatile and comprehensive product for design and graphic work and would offer the opportunity for enhanced integration with the recently launched I-Pad scheme.

Overriding aim/ambition that the scheme meets:

- To be a well-managed council.

Government or other imperatives to the undertaking of this scheme:

Health and Safety at Work Act 1974.

If the items were not replaced it is likely that machines will fail within the near future which would affect our ability to produce council documents, forms and publications. When using the machines currently there are regular delays because of system failures or jamming which means that jobs can take longer to complete and is frustrating for staff.

This work could be outsourced but that would mean an increase in costs.

Our current machines are so old that they are no longer supported by any maintenance agreement or service and we cannot get replacement parts.

Improving service performance, efficiency and value for money:

Enable us to produce materials of a better quality due to machines being up to latest technical specifications. More cost effective as new machines will operate faster and there will be less 'down time' due to faults/jamming. The relatively modest investment represents a cautious approach and bears in mind the potential for a reduction in requirement for some items of printing e.g committee papers if we move to more comprehensive electronic production/deliver (although committee papers do only account for about 15% of work that is produced in the printing department). May offer potential to take on more external jobs if the equipment is more up to date. Life expectancy of new equipment is likely to be up to 10 years so return on investment will be substantial.

The move to Apple products and software would greatly enhance the quality and variety of design work that we could undertake and would eradicate some compatibility issues we have at present when we send design work/copy/publications to other agencies/suppliers.

Policy and Finance Committee NEW Capital Bid Submissions

Consultation:

Consultation with Printing and Stationery Officer.

Requested quotes from two suppliers within the region.

Consultation with design and print departments at Preston CC and Burnley BC for advice on Apple platform and software.

Start date, duration and key milestones:

October 2015 – visit Preston CC to review Apple products.

April 2016 – visit suppliers for showroom demonstration to assess most suitable equipment.

Identify means to remove old and redundant equipment from the print room (this includes 2 photocopiers/printers that have been out of use for a number of years).

May 2016 – purchase and install new equipment.

Financial Implications – CAPITAL:

Breakdown	2016/17 £	2017/18 £	2018/19 £
Equipment/Materials	12,500	-	-
TOTAL	12,500	-	-

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Supplies and services – <i>Apple platform upgrade</i>	500
Total Estimated <u>Annual</u> SAVING	500
Estimated Lifespan	5 (Apple platform)
Total Estimated <u>Lifetime</u> SAVING	2,500

Useful economic life:

Based on previous experience and levels of usage the expected economic life of the new printing equipment would be 10 years.

In respect of the Apple products, software updates would be updated regularly for an annual subscription fee and the I-Mac may need replacing/upgrading after 5 years depending on functionality and product developments.

Additional supporting information:

An investment in new printing equipment will enable us to work more efficiently and could generate additional income if we are able to produce external work to a better quality and faster.

Impact on the environment:

Ensure that all equipment purchased meets recognised environmental and sustainability measures.

Policy and Finance Committee NEW Capital Bid Submissions

Additional comments to support 2016/17 or 2017/18 bid:

Machines have failed or started to fail in the last 12 months and the guillotine is broken. Machine failures cause unnecessary delays.

The Apple platform is now widely recognised and used as the de-fault platform for design and graphic work so an upgrade to our existing system would mean that we could produce work more quickly and have a much wider scope for design and creativity in the work that is produced. It would also lead to improvements in efficiency due to better compatibility with external clients/suppliers, as there can be delays on file transfers or quality of source files when submitting work to external design agencies or publishers.

Risk:

- **Political:** N/A
- **Economic:** If machines are more reliable there will be less wastage which will save money.
- **Sociological:** N/A
- **Technological:** N/A
- **Legal:** N/A
- **Environmental:** New machines are likely to have improved energy efficiency. Less paper waste so environmental benefits.

**Policy and Finance Committee
NEW Capital Bid Submissions**

BID 5: New Council telephone system

Service Area: Organisation and Member Development

Head of Service: Michelle Smith

Brief Description:

A new telephone system is required for the Council, as follows:

- The current Phillips system is now 10 years old and the manufacturers have indicated that it will be unsupported from 2016 onwards, which will create issues in respect of ongoing repair and maintenance.
- There have been several system failures in recent months. In addition, it has been difficult to get repairs done promptly and adequately when these failures have occurred. This has had a negative impact on the smooth running of Council departments.
- Initial discussions have taken place with IT to begin the specification process for a replacement system. The current plan is to look at a Voice Over IP (VoIP) solution which is a digital system that can be run through computer terminals as well as with handsets. Another local authority nearby runs a similar system and a site visit will be made in the next few weeks to assess this system. The capital scheme may involve:
 - A new system (including main switchboard)
 - Servers and updated handsets hardware to run the system on
 - Technical/consultant input to help spec the detail of the system and assist with the procurement process.

At this stage, there is no accurate estimate for the costs involved, because this scheme is at a very early stage of development, but a bid is required because a new system solution is required for 2016. So an initial estimate only is included in this bid for now, based on:

- New system and hardware - £40k: The current system cost £35k ten years ago, and it is anticipated that a new system may be of a similar cost as it is likely that updated technology will be involved in the new system and different types of handsets/hardware may be required, which are likely to be more costly than our existing handsets. However, the costs of IT equipment can vary from year to year.
- Technical/consultant cost - £5k: A technical consultant was used when the last system was submitted to assist with the initial scoping requirements, tendering process and assessment of shortlisted tender submissions, so we have assumed that one will be required for this bid.

Overriding aim/ambition that the scheme meets:

To be a well-managed council.

Government or other imperatives to the undertaking of this scheme:

N/A

Policy and Finance Committee NEW Capital Bid Submissions

Improving service performance, efficiency and value for money:

This bid will maintain a good level of service. Continuing with the current system will mean that service performance and efficiency will reduce and could fail due to the age of the equipment and difficulty in sourcing replacement parts.

Consultation:

Discussions with Director of Resources, IT section and planned visit to another local LA to review the workings of a VoIP system.

Start date, duration and key milestones:

Jan to Mar 2016 – work up actual system spec and get accurate costings and quotes.

April 2016 – Start technical assessment and procurement with aim of implementing the new system as soon as possible in 2016/17.

Financial Implications – CAPITAL:

Breakdown	2016/17 £	2017/18 £	2018/19 £
Supplies and services – new telephone system	40,000		
Supplies and services - technical consultant costs	5,000		
TOTAL	45,000		

NOTE – These are initial estimates only, as officers are at the first stages of assessing the system requirements before looking at options and obtaining quotes from suppliers.

Financial Implications – ANNUAL REVENUE:

Breakdown	£
To Be Confirmed	TBC
Total Estimated <u>Annual</u> SAVINGS	TBC
Estimated Lifespan	TBC
Total Estimated <u>Lifetime</u> SAVINGS	TBC

NOTE - TBC, as officers are at the first stages of assessing the system requirements before looking at options and obtaining quotes from suppliers.

Useful economic life:

TBC

Additional supporting information:

-

Impact on the environment:

-

Policy and Finance Committee NEW Capital Bid Submissions

Additional comments to support 2016/17 or 2017/18 bid:

Bid for 2016/17 because, in essence, the current telephone system must be replaced ASAP due to technical failures and the fact that on-going support for the system will not be available from 2016 onwards.

Risk:

- **Political:** Reputational impact on the Council if the basic telephone system does not operate effectively.
- **Economic:** The Council will not run effectively without a telephone system that operates effectively.
- **Sociological:**
- **Technological:** Latest technology will be factored into the system specified.
- **Legal:**
- **Environmental:**

**Policy and Finance Committee
NEW Capital Bid Submissions**

BID 6: Civic Suite Upgrade

Service Area: Civic Suite

Head of Service: Adrian Harper

Brief Description:

The Civic Suite was built and furnished in 1989. The furniture is the original furniture as is the decoration and lighting.

1. Audio, lighting and CCTV: £ 42,000

The audio system is dated and ineffective for members not sat at the top table or for those in the public gallery. The lighting is original and ineffective.

The proposal is to install a wireless delegate PA system. This to include individual wireless microphones for all members.

The proposal for the lighting is to replace all lighting within the suite, the meeting rooms and the gallery with LED units and upgrade the existing CCTV system for the public gallery.

2. Projector and screen: £2,000

The projector is only approximately 7 years old but is outdated and there have been issues recently with reliability and quality.

The proposal is to replace the projector with a HD projector together with a new wider 16:10 wall screen.

3. Furnishings: £40,000

The chairs are over 15 years old and have been repaired on a number of occasions.

The tables are also in a poor condition and not conducive for tall people to sit against.

The wooden panels and the doors are in a poor standard of decoration.

The carpet to the foyer is original and in a poor condition.

The curtains in the suite are original and are very difficult to open and close.

The proposal is to replace the tables and chairs; redecorate the panels and the doors; supply new electrically operated curtains and replace the foyer carpet tiles.

Policy and Finance Committee NEW Capital Bid Submissions

4. Kitchen: £700

The kitchen is original and the proposal would be to replace some of the white goods to facilitate more effective equipment to use when catering for events in the suite.

An allowance should be made to the tune of £11,250 which has already been accepted in the Capital Programme – see separate Council Chamber Seating Renewal scheme.

Overriding aim/ambition that the scheme meets:

To be a well-managed council.

To help make people's lives safer and healthier.

Government or other imperatives to the undertaking of this scheme:

Health and Safety Act 1974.

Improving service performance, efficiency and value for money:

The operation of the Civic Suite and in particular the Council Chambers is essential to ensuring the smooth running of the Council.

Consultation:

Council members and officers.

Start date, duration and key milestones:

May 2017: Contact potential suppliers and request samples and specifications.

July 2017: Consultation with CMT regarding design / material options.

September 2017: Obtain firm quotations and place orders.

November 2017: Commence upgrading works.

Financial Implications – CAPITAL:

Breakdown	2016/17 £	2017/18 £	2018/19 £
Audio, lighting and CCTV		42,000	
Projector and Screen		2,000	
Furnishings		40,000	
Kitchen		700	
Replacement chairs adjustment, see separate Council Chamber Seating Renewal scheme		-11,250	
TOTAL		73,450	

Policy and Finance Committee NEW Capital Bid Submissions

Financial Implications – ANNUAL REVENUE:

None – existing service continues.

Useful economic life:

10 years.

Additional supporting information:

-

Impact on the environment:

None.

Additional comments to support 2016/17 or 2017/18 bid:

The Civic Suite upgrades are required promptly to:

- ensure the smooth running of the Council; and
- respond to adverse comments on the condition of furniture and equipment in the Council chamber.

Risk:

- **Political:** -
- **Economic:** Use of local traders wherever possible.
- **Sociological:** -
- **Technological:** The Civic Suite is in need of a technological upgrade to ensure its most effective use.
- **Legal:** -
- **Environmental:** -

**Policy and Finance Committee
NEW Capital Bid Submissions**

BID 7: Resurface Dewhurst Road, Langho to a better standard

Service Area: Community

Head of Service: Adrian Harper

Brief Description:

Dewhurst Road in Langho is in the ownership of RVBC. It regularly attracts complaints from the users of the road due to the recurring number of potholes and areas of damage along its length. RVBC attends to these problems reactively when necessary.

An estimate of cost to bring the road up to adoptable standard has been received from LCC but combined with their extra requirements (widening the road, extra lighting, etc.) it appears to be excessive. Therefore the proposal is to finance a scheme that would bring the road up to a higher but not adoptable standard to provide a longer term solution, reducing the ongoing maintenance costs and problems.

Overriding aim/ambition that the scheme meets:

To be a well-managed council.

To protect and enhance the existing environmental quality of our area.

To sustain a strong and prosperous Ribble Valley.

Government or other imperatives to the undertaking of this scheme:

The Council is responsible for public safety on the land that it owns. Improving the surfacing of this road should reduce the likelihood of injury or damage to persons or property.

Improving service performance, efficiency and value for money:

Being pro-active rather than reactive will ensure a longer lifespan for the road surface and reduce the current ongoing cost of repairs.

Consultation:

Engineering services staff and contractors have been consulted on the timing and cost of the work.

Start date, duration and key milestones:

Tenders to be sought from local contractors and their availability would be discussed during that process. Duration of works to be no longer than a week with the possibility of stop-go systems used to minimise disruption to traffic.

Policy and Finance Committee NEW Capital Bid Submissions

Financial Implications – CAPITAL:

Breakdown	2016/17 £	2017/18 £	2018/19 £
Works - contractors	-	49,000	-
Staff Time	-	8,000	-
TOTAL		57,000	

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Reactive maintenance of the road – reduced costs	-7,000
Total Estimated <u>Annual</u> SAVINGS	-7,000
Estimated Lifespan	10 years
Total Estimated <u>Lifetime</u> SAVINGS	-70,000

Useful economic life:

At its current usage level, approximately 10 years.

Additional supporting information:

-

Impact on the environment:

-

Additional comments to support 2016/17 or 2017/18 bid:

The scheme is required earlier than 2018/19 to reduce:

- the recurring number of potholes and areas of damage along the Road's length; and
- the high yearly costs of reactive maintenance.

Risk:

- **Political:** Likelihood of adverse publicity reduced as the reasons for complaints is minimised.
- **Economic:** Local contractors used if possible.
- **Sociological:**
- **Technological:**
- **Legal:** Reduced likelihood of claims being made against RVBC.
- **Environmental:**

**Policy and Finance Committee
NEW Capital Bid Submissions**

BID 8: Queensway Garages – Replace roof covering and repairs

Service Area: Estates

Head of Service: Adrian Harper

Brief Description:

The Garage site comprising 23 garages is about to be managed again by the Ribble Valley Borough Council.

The Garages are in a poor condition and are in need of repairs. The roof covering has reached the end of its economic life. An estimate for works including the removal and disposal of the existing asbestos cement roofs, replacing with steel roofing sheets and some maintenance work to the metal up and over doors would come to a cost of £23,000

It should be noted that the Ribble Valley Borough Council currently generates an income of £3,600 per year, since the Ribble Valley Borough Council are now taking back management of the garage site a further income of £3,600 per year will be accrued resulting in a total income of £7,200 per year.

Overriding aim/ambition that the scheme meets:

- To be a well-managed council.
- To sustain a strong and prosperous Ribble Valley.

Government or other imperatives to the undertaking of this scheme:

Health and Safety at Work Act 1974.

Improving service performance, efficiency and value for money:

The scheme will generate the Ribble Valley Borough Council £7,200 per year.

Consultation:

N/A

Start date, duration and key milestones:

April 2017: Specify and Tender.

June 2017: Commencement of works.

July 2017: Completion.

Policy and Finance Committee NEW Capital Bid Submissions

Financial Implications – CAPITAL:

Breakdown	2016/17 £	2017/18 £	2018/19 £
Contractors	-	23,000	-
TOTAL	-	23,000	-

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Premises related costs – yearly maintenance costs	500
Fees and charges – garage rents additional income now RVBC manage the garages	-3,600
Total Estimated <u>Annual</u> SAVINGS	-3,100
Estimated Lifespan	20 years
Total Estimated <u>Lifetime</u> SAVINGS	-62,000

Useful economic life:

The new roof covering is expected to last at least 20 years.

Additional supporting information:

N/A

Additional comments to support 2016/17 or 2017/18 bid:

The Garages are in a poor condition and are in need of refurbishment earlier than 2018/19. Earlier refurbishment will also secure the on-going receipt of garage rents income for the Council.

Impact on the environment:

We will ask the contractors to sort and recycle any waste materials.

Risk:

- **Political:** N/A
- **Economic:** N/A
- **Sociological:** N/A
- **Technological:** N/A
- **Legal:** N/A
- **Environmental:** N/A

Policy and Finance Committee Financial Impact of the Proposed Three-Year Capital Programme

Previously Approved Schemes	2016/17 £	2017/18 £	2018/19 £	TOTAL £
ICT infrastructure refresh	100,000			100,000
Council chamber – Seating renewal scheme		11,250		11,250
Replacement server for Revenues & Benefits		25,000		25,000
Subtotal of Previously Approved Schemes	100,000	36,250	0	136,250

Requests for Changes in Scheme Value (as at Annex 1)	2016/17 £	2017/18 £	2018/19 £	TOTAL £	BID NUMBER
Replacement server for Revenues & Benefits		-11,500		-11,500	1
Subtotal of Requests for Changes in Scheme Value	0	-11,500	0	-11,500	

New Bids Received (as at Annex 2)	2016/17 £	2017/18 £	2018/19 £	TOTAL £	BID NUMBER
Windows Server Upgrade			23,500	23,500	2
Mod Gov Committee System	21,500			21,500	3
Printing section equipment upgrade	12,500			12,500	4
New Council telephone system	45,000			45,000	5
Civic Suite Upgrade		73,450		73,450	6
Resurface Dewhurst Road, Langho to a better standard		57,000		57,000	7
Queensway Garages – Replace roof covering and repairs		23,000		23,000	8
Subtotal of New Bids Received	79,000	153,450	23,500	255,950	

OVERALL TOTAL	179,000	178,200	23,500	380,700
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