

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 15a

meeting date: 28 MARCH 2017
title: CAPITAL PROGRAMME 2017/18
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

- 1.1 To inform members of the schemes which have been approved for inclusion in this Committee's 2017/18 capital programme.

2 BACKGROUND

- 2.1 As members will be aware, this Committee proposed a five year capital programme for 2017/18 to 2021/22 at its meeting on 24 January 2017. As it stood at that time the draft capital programme across all the committees was unaffordable. The proposals have since been reviewed by Budget Working Group and Corporate Management Team in order to arrive at an affordable programme for 2017/18 to 2021/22.
- 2.2 Following recommendation by a special meeting of Policy and Finance Committee on 7 February 2017, Full Council approved the five year capital programme for 2017/18 to 2021/22 on 28 February 2017.
- 2.3 The Council's overall capital programme for the five year period 2017/18 to 2021/22 totals £5,339,250 for all committees. The total for this Committee is £386,200 over the five year life of the programme. £294,700 of this relates to the 2017/18 financial year.

3 CAPITAL PROGRAMME 2017/18 – APPROVED SCHEMES

- 3.1 For this Committee there are nine approved schemes in the 2017/18 capital programme, totalling £294,700. The programme includes two previously approved 2017/18 schemes, three schemes brought forward from the previously approved 2018/19 programme and four scheme budgets that have been moved from 2016/17.
- 3.2 Three schemes were brought forward from 2018/19 because of the need to implement them sooner than previously planned for:
- New Council telephone system, £45,000 – Difficulties being experienced with the current system.
 - Council chamber seating renewal scheme, £11,250 – Poor quality of current seating.
 - Civic Suite upgrade, £45,000 – Outdated and ineffective audio, lighting, CCTV and projector equipment.
- 3.3 Four scheme budgets have been moved from 2016/17 to 2017/18, as follows:
- Economic Development Initiatives, £100,000 – This scheme was set up to provide pump prime investment support for economic development whenever appropriate opportunities arise. No appropriate economic development

opportunities progressed to investment stage in 2016/17, so the scheme budget has been moved into 2017/18.

- Council Offices Re-roofing, £7,910, and Council Offices Replacement Windows and Rooflights, £4,540 - Only the contract retention payment remains outstanding on the combined contract for these schemes, £12,450. The payment is due in May 2017, twelve months after the main contract work was completed, so £12,450 of the combined schemes budget had to be moved to 2017/18.
- Clitheroe Townscape Scheme, £55,000 – The scheme is in abeyance, awaiting further consideration in relation to the wider Clitheroe Market re-development, and the £55,000 scheme budget has been moved from 2016/17 to 2017/18. Updated plans for the scheme budget will be reported to members at a future Policy and Finance Committee meeting.

3.4 Shown below is a list of the nine schemes that make up the 2017/18 capital programme for this Committee.

Scheme	2017/18 Budget £
<u>Previously approved schemes for 2017/18</u>	
Replacement server for Revenues & Benefits	13,500
Printing section equipment update	12,500
<u>Previously approved schemes brought forward from 2018/19</u>	
New Council telephone system	45,000
Council chamber – Seating renewal scheme	11,250
Civic Suite upgrade	45,000
<u>Budget moved from 2016/17</u>	
Economic Development Initiatives	100,000
Council Offices Re-roofing (<i>retention payment only</i>)	7,910
Council Offices Replacement Windows and Rooflights (<i>retention payment only</i>)	4,540
Clitheroe Townscape Scheme (<i>scheme currently in abeyance</i>)	55,000
Total – Policy and Finance Committee	294,700

3.5 The detailed information for each scheme is shown in **Annex 1**.

3.6 During the closure of our capital accounts there may be some slippage on schemes in the current year, 2016/17. One of the tasks of the Budget Working Group will be to review any requests for slippage on capital schemes within the 2016/17 capital programme. A report will be brought to this Committee at a future meeting, giving details of any slippage.

3.7 Responsible officers will complete and update capital monitoring sheets for each scheme, which will be reported quarterly to members to give an indication of progress.

4 CONCLUSION

4.1 This Committee has a capital programme for 2017/18 of £294,700, made up of nine schemes. The programme includes two previously approved 2017/18 schemes, three schemes brought forward from the previously approved 2018/19 programme and four scheme budgets that have been moved from 2016/17.

4.2 The Clitheroe Townscape Scheme is currently in abeyance, awaiting further consideration in relation to the wider Clitheroe Market re-development.

4.3 Any slippage on schemes in the 2016/17 capital programme will be added onto the 2017/18 capital programme.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF27-17/AC/AC
13 March 2017

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – None

Replacement server for Revenues & Benefits

Service Area: Revenues and Benefits

Submitted by: Mark Edmondson

Brief Description of the Scheme:

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

Revenue Implications:

Reduced yearly support and maintenance costs of approximately £1,000 per annum.

Timescale for Completion:

During 2017/18.

Any Risks to Completion:

None expected.

Capital Cost:

2017/18 £
13,500

Note - prices for IT hardware can fluctuate from year to year dependent on the technology available to the market at any one point in time.

Overriding Council aim/ambition that the scheme meets

To be a well-managed council.

Printing section equipment upgrade

Service Area: Organisation and Member Development

Submitted by: Michelle Smith

Brief Description of the Scheme:

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, e.g. 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 iMac 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 iPad scheme.

Revenue Implications:

Apple platform upgrade will increase revenue costs by approximately £500 per annum.

Timescale for Completion:

During 2017/18.

Any Risks to Completion:

None expected.

Capital Cost:

2017/18 £
12,500

Overriding Council aim/ambition that the scheme meets

To be a well-managed council.

New Council telephone system

Service Area: Organisation and Member Development

Submitted by: Michelle Smith

Brief Description of the Scheme:

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 recently. 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.

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.

Revenue Implications:

To be confirmed.

Timescale for Completion:

Start technical assessment and procurement with aim of implementing the new system as soon as possible in 2017/18.

Any Risks to Completion:

None expected.

Capital Cost:

2017/18 £
45,000

Overriding Council aim/ambition that the scheme meets

To be a well-managed council.

Council chamber – Seating renewal scheme

Service Area: Civic Suite

Submitted by: Adrian Harper

Brief Description of the Scheme:

The chairs are over 25 years old and have been repaired on a number of occasions. However the quality of these repairs is being increasingly compromised or made more difficult by the condition of the timber around the repairs. In order to prevent the use of the furniture becoming hazardous to the user it is proposed that the chairs are replaced. The particular model of chair is obsolete and therefore individual chairs cannot be replaced.

There are 45 chairs in total, 3 of which have become hazardous to use, cannot be further repaired and therefore been removed, including the chairman's seat.

Revenue Implications:

Reduced repairs costs of approximately £150 per annum.

Timescale for Completion:

May 2017: Contact potential suppliers and request samples.

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

September 2017: Obtain firm quotations and place order.

November 2017: Receive delivery of new furniture, recycle redundant chairs.

Any Risks to Completion:

None expected.

Capital Cost:

2017/18 £
11,250

Overriding Council aim/ambition that the scheme meets

To be a well-managed council.

Civic Suite upgrade

Service Area: Civic Suite

Submitted by: Adrian Harper

Brief Description of the Scheme:

1. Audio, lighting and CCTV:

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:

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.

Revenue Implications:

None – existing service continues.

Timescale for Completion:

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

July 2017: Consultation with CMT regarding options.

September 2017: Obtain firm quotations and place orders.

November 2017: Commence upgrading works.

Any Risks to Completion:

None expected.

Capital Cost:

2017/18 £
45,000

Overriding Council aim/ambition that the scheme meets

To be a well-managed council.

Economic Development Initiatives

Service Area: Regeneration

Submitted by: Colin Hirst

NOTE – *This scheme budget has been moved from 2016/17 to 2017/18 as no appropriate economic development opportunities were identified to fit funding from this scheme in 2016/17.*

Brief Description of the Scheme:

The project is to establish a general source of pump-priming and pre-investment funding to support the delivery of the Council's economic priorities. The bid particularly seeks to support our high growth sectors in the provision of land and premises or tourism infrastructure where applicable. The Council needs to be able to develop and respond to initiatives that will support delivery of business growth. In order to develop schemes, funding needs to be available to undertake works in areas such as valuation and feasibility assessments, due-diligence, initial planning and design work. As projects progress funding needs to be available to support acquisition, marketing and development. Specific funding for land or premises would be the subject of separate bids as required.

Projects include identifying options to deliver employment land, schemes to support high growth business opportunities and necessary infrastructure to support our rural business base including Tourism.

Revenue Implications:

Unspecified - General revenue costs would be anticipated to be contained within existing budgets.

Timescale for Completion:

Key milestones would depend upon the individual projects developed.

Any Risks to Completion:

No expenditure will take place if there are no appropriate economic development initiatives to support.

Capital Cost:

2017/18 £
100,000

Overriding Council aim/ambition that the scheme meets

To sustain a strong and prosperous Ribble Valley.

Council Offices Re-roofing (*retention payment only*)

Service Area: Council Offices

Submitted by: Adrian Harper

NOTE

The aim of this scheme was to re-slate the Church Walk Council Offices roof.

Work was completed within budget in 2016/17 and only the contract retention payment remains outstanding on this scheme, £7,910. The payment is due in May 2017, twelve months after the main contract work was completed, so £7,910 of the scheme budget had to be moved to 2017/18.

Council Offices Replacement Windows and Rooflights (*retention payment only*)

Service Area: Council Offices

Submitted by: Adrian Harper

NOTE

The aim of this scheme was to replace the remaining original timber framed windows and roof lights in the Church Walk Council Offices.

Work was completed within budget in 2016/17 and only the contract retention payment remains outstanding on this scheme, £4,540. The payment is due in May 2017, twelve months after the main contract work was completed, so £4,540 of the scheme budget had to be moved to 2017/18.

Clitheroe Townscape Scheme

Service Area: Regeneration

Submitted by: Colin Hirst and Adrian Harper

NOTE

The Clitheroe Townscape Scheme was initially approved to combine £55,000 from Ribble Valley Borough Council and £60,000 from Lancashire County Council (LCC) to undertake enhanced town centre improvements to include elements of the frontage of buildings, the highway and features of the public realm.

Following discussions with LCC it was confirmed that LCC would only commit their £60,000 funding effectively to core maintenance work, with an expectation that Ribble Valley's capital spend would be additional funding also to be spent on core maintenance. Enhanced town centre improvements were the main focus of this scheme for Ribble Valley and as such it was not seen as appropriate for Ribble Valley's funding to be used in this way. Consequently, the £60,000 LCC funding was no longer available for this scheme.

On 7 June 2016 this Committee resolved that a report should be brought to a future meeting of this Committee setting out how the remaining budget of £55,000 could be utilised for this scheme. In the meantime, plans have been developed and consultation undertaken on the Clitheroe Market re-development, which will have an impact on the Clitheroe townscape.

Consequently, the Clitheroe Townscape Scheme is in abeyance, awaiting further consideration in relation to the wider Clitheroe Market re-development, and the £55,000 scheme budget has been moved from 2016/17 to 2017/18. Updated plans for the scheme budget will be reported to members at a future Policy and Finance Committee meeting.