

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 13

meeting date: 12 SEPTEMBER 2017  
title: OVERALL CAPITAL MONITORING 2017/18  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

## 1 PURPOSE

1.1 To provide members with information relating to the progress of the Council's approved capital programme for the period to the end of July 2017.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - none identified.
- Corporate Priorities - to continue to be a well-managed council, providing efficient services based on identified customer need.
- Other considerations - none identified.

## 2 BACKGROUND

2.1 In total, sixteen new schemes, totalling £921,970, were approved for inclusion in the overall capital programme original estimate budget by the Policy and Finance Committee and Full Council at their respective meetings in February 2017.

2.2 In addition, the following amendments have been made to the capital programme in-year:

- The 2016/17 capital programme budgets for five schemes, totalling £342,450, were moved from 2016/17 to the 2017/18 capital programme, following assessment of the progress on those schemes when the 2016/17 revised capital programme budget was set in January 2017.
- There were seven 2016/17 capital schemes that were not completed by 31 March 2017 and had unspent budget available at that date. The total unspent balance on these schemes, £270,640, is known as slippage. This slippage has been transferred into the 2017/18 capital programme budget.
- One scheme, totalling £100,000, has been transferred from the Policy and Finance Committee to the new Economic Development Committee, because the nature of the scheme is in line with the Economic Development Committee's objectives.
- One new scheme with a budget of £26,670 was approved to be added to the 2017/18 capital programme in June 2017.

2.3 Consequently, the total approved budget for the 2017/18 overall capital programme of twenty seven schemes is £1,561,730.

## 3 CAPITAL MONITORING 2017/18

3.1 The table overleaf summarises the overall capital programme by committee, showing the total approved budget, actual expenditure and variances to the end of July 2017. Annex 1 shows the full programme by scheme, including budget, expenditure and variances to the end of July 2017.

BUDGET							EXPENDITURE	
Committee	Original Estimate 2017/18 £	Budget Moved from 2016/17 £	Slippage from 2016/17 £	Budget Transferred between Committees in 2017/18 £	Additional Approvals 2017/18 £	Total Approved Budget 2017/18 £	Actual Expenditure including commitments as at end of July 2017 £	Variance as at end of July 2017 £
Community Services	447,610	0	23,600	0	0	471,210	292,792	-178,418
Planning and Development	0	0	30,200	0	0	30,200	0	-30,200
Policy and Finance	127,250	167,450	6,650	-100,000	0	201,350	8,000	-193,350
Health and Housing	347,110	175,000	210,190	0	26,670	758,970	120,216	-638,754
Economic Development	0	0	0	100,000	0	100,000	0	-100,000
<b>OVERALL TOTAL</b>	<b>921,970</b>	<b>342,450</b>	<b>270,640</b>	<b>0</b>	<b>26,670</b>	<b>1,561,730</b>	<b>421,008</b>	<b>-1,140,722</b>

3.2 At the end of July 2017 £421,008 had been spent or committed. This is 27% of the overall capital programme for 2017/18.

3.3 Four schemes have been completed already. Based on estimates of progress on each scheme at this stage, fourteen of the remaining twenty three schemes are aiming to be completed in-year.

3.4 The main reasons for the underspend on the full year budget to date are:

- **Play Area Improvements 2017/18 (-£39,031):** Main improvement works will be planned for September 2017 onwards, based on playground assessments after the school summer holidays. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work. Some budget will be kept unallocated until March 2018 to ensure any currently unforeseen work can be funded.
- **Off-Street Car Parks – Update of Payments Systems (-£14,550):** The chip and pin upgrade will be undertaken in-year at three car parks. The costs of the scheme will be £16,341, which is £1,791 higher than the current scheme budget of £14,550. The additional budget requirement can be funded from the 2017/18 revenue budget.
- **Castle Museum – Refurbishment of Windows (-£56,366):** This work is being carried out by the works administration team. The work has begun and will be completed in-year.
- **Renewal of Sections of Floor to Residual Waste Transfer Station (-£19,500):** Quotes have been requested for the work required. The timing of the work will be confirmed when the work has been agreed with the contractor selected. At this stage, it is expected that the work will be completed within this financial year.

- **Replacement of Mower (Kubota) PN09 SWO (-£15,500):** Procurement is in progress. It is estimated the mower will be ordered and delivered before Christmas 2017. The best quote received for a new mower on this scheme is £16,949, which is £1,449 higher than the scheme budget of £15,500. The additional budget requirement can be funded from the 2017/18 revenue budget.
- **Replacement of Scag Mower 4x4 (rvbc016) and Scag Mower (rvbc014) (-£13,000):** These mowers will be replaced in late Autumn, at the end of the current cutting season.
- **Ribblesdale Pool Improvement Work (-£11,877):** The main contract value was finalised in May 2017. The 2017/18 spend to date is made up of two elements:
  - £6,452 – commitment for the contract retention payment, which is due to be paid in March 2018, twelve months after practical completion of the contract work.
  - -£1,509 - the final contract value agreed with the contractor in May 2017 was £1,509 less than the final contract valuation creditor estimated in the 2016/17 year-end accounts.

There is unlikely to be any further spend required on this scheme in 2017/18.

- **Introduction of Planning Portal Link to the Planning Application System and Planning System Update scheme (-£30,200):** Some progress has been made on the scheme because a quote has been received for the planning portal integration software installation element of the scheme and this installation will be planned in shortly. In addition, the corporate ICT infrastructure refresh scheme is now complete, so ICT can consider whether the additional server space element of the scheme is still required. However, the external planning system software provider has not yet completed writing the scripts for the planning system update from the Engage system to the Assure system. This means that no progress can be made at this stage on the M3 to Engage migration, fast scanner, EDRM document management upgrade and Public Access module elements of the scheme.
- **Council Offices Re-roofing (-£7,910) and Council Offices Replacement Windows and Rooflights (-£4,540):** Awaiting the combined contract retention invoice from the contractor before payment is made. The invoice has been requested.
- **Clitheroe Townscape Scheme (-£55,000):** The scheme is on hold, awaiting the final plans for the Clitheroe Market Development scheme. A report will be brought to a future meeting of this Committee when plans are drawn up.
- **Replacement server for Revenues and Benefits (-£13,500):** The scheme implementation and procurement plan has not started yet. It will be worked up between Revenues section and ICT. At this stage, the aim is to complete the scheme by the end of the financial year.
- **Printing section equipment upgrade (-£12,500):** Quotes have been received from suppliers in late August for the printing equipment element of the scheme. The best quote will be selected and purchase can be completed in-year. There is no detailed progress to date on the design system upgrade element of the scheme. There have been initial discussions with ICT but this element of the scheme may take longer to implement.
- **New Council telephone system (-£45,000):** Officers are meeting with a potential supplier in September to discuss the options available for a new telephone system. It is hoped that this will provide the information to work up the detailed specification for the scheme. The detailed specification will provide the basis for what we will ask

suppliers to quote for and may possibly also lead to some new ways of working. Given this, completion within the current financial year cannot be estimated with any certainty at this stage. The implementation timescale will be clearer at detailed specification stage.

- **Civic suite upgrade (-£45,000) and Council chamber tables and seating renewal scheme (-£11,250):** The Civic suite upgrade scheme (which relates to audio, lighting, CCTV, projector and screen equipment) and the Council chamber seating renewal scheme (which relates to new seating and tables) are being implemented in tandem, as the technology elements of the upgrade scheme do have an impact on the type and layout of tables and seating in the Council chamber. Different layouts for the seating and tables have been considered. Officers are meeting with a potential supplier of audio equipment in September. Following this, the detailed procurement can begin for both schemes. At this stage, the aim is to complete both schemes by the end of the financial year.
- **Clitheroe Market Improvements (-£175,000):** The scheme is on hold, awaiting the final plans for the Clitheroe Market Development scheme.
- **Disabled Facilities Grants (-£401,576):** Committed expenditure at the end of July 2017 was £65,664, based on six schemes approved prior to this financial year and eight schemes approved so far in 2017/18. There are a further eleven applications awaiting approval and three applications working towards approval following recommendation referrals received from Occupational Therapists. All these schemes can be funded from the remaining 2017/18 budget. Further applications are expected in-year but the budget is unlikely to be fully committed in-year, based on the level of applications received to date against the level of funding received from DCLG this year and the high level of slippage carried forward from 2016/17. Lancashire County Council have now appointed additional Occupational Therapists. This may drive an increase in applications. In addition, if we get confirmation that the Council's proposed new schemes meet the regulations for use of DFG monies, then more eligible applications will be received.
- **Landlord/Tenant Grants (-£59,620):** One scheme for £15,900 was approved at the end of July 2017 and there was one other potential application in the pipeline. However, the low level of commitments against budget is due to a combined three property application for £47,700 failing to gain planning approval, so this scheme is unlikely to go ahead in 2017/18. Housing officers will now encourage applications for smaller schemes in-year.
- **Economic Development Initiatives (-£100,000):** At this stage, development opportunities to bring forward land for employment are being reviewed and will be reported to this Committee. It is anticipated that this capital scheme be considered to help support any emerging initiatives that arise as a result of that report.

#### 4 2017/18 ADDITIONAL APPROVALS

4.1 Policy and Finance Committee is being asked to approve additional capital budgets on four schemes, totalling £14,840. These are explained below and the approval recommendations are included in other reports on this agenda.

4.2 Community Committee have referred recommendations for two additional budget approvals to this Committee:

- £1,790 additional budget required for the Off-Street Car Parks – Upgrade of Payment Systems scheme, to be funded by a contribution to capital resources from 2017/18 excess car parks income above budget or from an alternative revenue budget if this does not materialise at year-end.

- £1,450 additional budget required for the Replacement Mower (Kubota) PN09 SWO scheme, to be funded by a contribution to capital resources from the 2017/18 Grounds Maintenance Purchase of Equipment and Materials revenue budget.

4.3 The following approval recommendation will be referred to this Committee from Health and Housing Committee, subject to Health and Housing Committee recommending this request at their meeting on 7 September 2017 - £10,250 additional budget for the Affordable Warmth – Capital Grants scheme, to be funded by additional affordable warmth grant received from Lancashire County Council in 2017/18.

4.4 This Committee has been asked to approve £1,350 additional budget for the ICT Infrastructure Refresh scheme, to be funded by a contribution to capital resources from the ICT repairs and renewals earmarked reserve.

## 5 CONCLUSION

5.1 At the end of July 2017 £421,008 had been spent or committed. This is 27% of the overall capital programme for 2017/18.

5.2 Four schemes have been completed already. Based on estimates of progress on each scheme at this stage, fourteen of the remaining twenty three schemes are aiming to be completed in-year.

5.3 Policy and Finance Committee is being asked to approve additional capital budgets on four schemes, totalling £14,840.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF51-18/AC/AC  
31 August 2017

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS - None

## Overall Capital Programme 2017/18

Cost Centre	Scheme	Original Estimate 2017/18 £	Budget Moved from 2016/17 £	Slippage from 2016/17 £	Budget Transferred between Committees in 2017/18 £	Additional Approvals 2017/18 £	Total Approved Budget 2017/18 £	Actual Expenditure including commitments as at end of July 2017 £	Variance as at end of July 2017 £
<b>Community Committee</b>									
PLAYR	Play Area Improvements 2017/18	40,000	0	0	0	0	40,000	969	-39,031
CPPAY	Off-Street Car Parks – Update of Payment Systems	14,550	0	0	0	0	14,550	0	-14,550
CMWIN	Castle Museum – Refurbishment of Windows	62,560	0	0	0	0	62,560	6,194	-56,366
TSFLR	Renewal of Sections of Floor to Residual Waste Transfer Station	19,500	0	0	0	0	19,500	0	-19,500
RVJJK	Replacement of Twin-bodied Refuse Collection Vehicle (VU59 JJK)	218,000	0	0	0	0	218,000	216,626	-1,374
WCOJV	Replacement of Works Vehicle (PO54 COJ)	23,500	0	0	0	0	23,500	20,953	-2,547
GVSWO	Replacement of Mower (Kubota) PN09 SWO	15,500	0	0	0	0	15,500	0	-15,500
SCGMW	Replacement of Scag Mower 4x4 (rvbc016) and Scag Mower (rvbc014)	13,000	0	0	0	0	13,000	0	-13,000
GVLSY + GVTZG	Replacement Pick-up Vehicles (Ford Ranger S/C 4WD x 2) - PK07 LSY and PK07 TZG	41,000	0	0	0	0	41,000	40,421	-579
RPIMP	Ribblesdale Pool Improvement Work	0	0	16,820	0	0	16,820	4,943	-11,877
PLAYQ	Play Area Improvements 2016/17	0	0	6,780	0	0	6,780	2,686	-4,094
	<b>Total Community Committee</b>	<b>447,610</b>	<b>0</b>	<b>23,600</b>	<b>0</b>	<b>0</b>	<b>471,210</b>	<b>292,792</b>	<b>-178,418</b>

## Overall Capital Programme 2017/18

Cost Centre	Scheme	Original Estimate 2017/18 £	Budget Moved from 2016/17 £	Slippage from 2016/17 £	Budget Transferred between Committees in 2017/18 £	Additional Approvals 2017/18 £	Total Approved Budget 2017/18 £	Actual Expenditure including commitments as at end of July 2017 £	Variance as at end of July 2017 £
<b>Planning and Development Committee</b>									
PLANN	Introduction of Planning Portal Link to the Planning Application System and Planning System Update	0	0	30,200	0	0	30,200	0	-30,200
	<b>Total Planning and Development Committee</b>	<b>0</b>	<b>0</b>	<b>30,200</b>	<b>0</b>	<b>0</b>	<b>30,200</b>	<b>0</b>	<b>-30,200</b>
<b>Policy and Finance Committee</b>									
OROOF	Council Offices – Re-roofing (retention)	0	7,910	0	0	0	7,910	0	-7,910
WINDW	Council Offices – Replacement Windows and Rooflights (retention)	0	4,540	0	0	0	4,540	0	-4,540
TNSCP	Clitheroe Townscape Scheme	0	55,000	0	0	0	55,000	0	-55,000
ECDVI	Economic Development Initiatives	0	100,000	0	-100,000	0	0	0	0
RBSVR	Replacement server for Revenues and Benefits	13,500	0	0	0	0	13,500	0	-13,500
PSEQP	Printing section equipment upgrade	12,500	0	0	0	0	12,500	0	-12,500
CSEAT	Council chamber – Seating renewal scheme	11,250	0	0	0	0	11,250	0	-11,250
PHONE	New Council telephone system	45,000	0	0	0	0	45,000	0	-45,000
CSUPG	Civic suite upgrade	45,000	0	0	0	0	45,000	0	-45,000
ITSAN	ICT Infrastructure Refresh (Storage Area Network (SAN) and Network and Server Replacement)	0	0	6,650	0	0	6,650	8,000	1,350
	<b>Total Policy and Finance Committee</b>	<b>127,250</b>	<b>167,450</b>	<b>6,650</b>	<b>-100,000</b>	<b>0</b>	<b>201,350</b>	<b>8,000</b>	<b>-193,350</b>

## Overall Capital Programme 2017/18

Cost Centre	Scheme	Original Estimate 2017/18 £	Budget Moved from 2016/17 £	Slippage from 2016/17 £	Budget Transferred between Committees in 2017/18 £	Additional Approvals 2017/18 £	Total Approved Budget 2017/18 £	Actual Expenditure including commitments as at end of July 2017 £	Variance as at end of July 2017 £
<b>Health and Housing Committee</b>									
CMIMP	Clitheroe Market Improvements	0	175,000	0	0	0	175,000	0	-175,000
DISCP	Disabled Facilities Grants	297,110	0	170,130	0	0	467,240	65,664	-401,576
LANGR	Landlord/Tenant Grants	50,000	0	25,520	0	0	75,520	15,900	-59,620
CWARM	Affordable Warmth – Capital Grants	0	0	14,540	0	0	14,540	11,985	-2,555
PURAP	Remaining Share of Alma Place Property	0	0	0	0	26,670	26,670	26,667	-3
	<b>Total Health and Housing Committee</b>	<b>347,110</b>	<b>175,000</b>	<b>210,190</b>	<b>0</b>	<b>26,670</b>	<b>758,970</b>	<b>120,216</b>	<b>-638,754</b>
<b>Economic Development Committee</b>									
ECDVI	Economic Development Initiatives	0	0	0	100,000	0	100,000	0	-100,000
	<b>Total Economic Development Committee</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>-100,000</b>
<b>OVERALL CAPITAL PROGRAMME 2017/18 TOTAL</b>		<b>921,970</b>	<b>342,450</b>	<b>270,640</b>	<b>0</b>	<b>26,670</b>	<b>1,561,730</b>	<b>421,008</b>	<b>-1,140,722</b>