

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 10

meeting date: 7 NOVEMBER 2017  
 title: CAPITAL PROGRAMME REVIEW AND NEW BIDS  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: ANDREW COOK

### 1 PURPOSE

1.1 To recommend the proposed future five-year capital programme (2018/19 to 2022/23) for this Committee.

### 2 BACKGROUND

2.1 This report will review the schemes that were approved in to the capital programme in February 2017, for the financial years 2018/19 to 2021/22. Also, new bids received from Heads of Service for 2022/23 are presented for consideration. No bids have previously been requested for 2022/23.

2.2 In the same manner as previous years, all Heads of Service were asked to submit new capital bids bearing in mind the limited financial resources that are available to finance the capital programme.

### 3 REVIEW OF THE CAPITAL PROGRAMME 2018/19 TO 2021/22

3.1 For this Committee there were originally four schemes approved for the financial years 2018/19 to 2021/22, totalling £91,500. These schemes are shown in Annex 1.

3.2 Heads of Service have reviewed these schemes. The review has resulted in the Windows Server Upgrade scheme being recommended for deletion from the 2018/19 programme.

3.3 Since the bid was originally submitted the ICT infrastructure that we operate has changed. Under our new infrastructure the licences would require software assurance. This means that instead of being able to make an outright purchase, we will instead need to take up subscription licences (which include software assurance) and would therefore instead incur a revenue cost. A separate report regarding this is included elsewhere on the agenda.

3.4 The 2018/19 to 2021/22 approved capital programme for this Committee has been amended to reflect the deleted scheme in 2018/19. The table below provides a summary and the full amended capital programme is shown in Annex 1.

	2018/19 £	2019/20 £	2020/21 £	2021/22 £	TOTAL £
Previously Approved Capital Programme for Policy and Finance Committee	46,500	45,000	0	0	91,500
Windows Server Upgrade – <b>DELETION OF SCHEME</b>	-23,500				-23,500
<b>Amended Capital Programme for Policy and Finance Committee</b>	<b>23,000</b>	<b>45,000</b>	<b>0</b>	<b>0</b>	<b>68,000</b>

#### 4 NEW CAPITAL BIDS FOR 2022/23

4.1 Heads of Service were also asked to put forward new bids for 2022/23. For this Committee five new bids have been submitted for 2022/23, totalling £473,200. Details of the scheme bids are attached to this report at Annex 2, and a summary listing by scheme is also shown at Annex 3.

4.2 Committee should therefore consider the new scheme bids. Members are also asked to put forward any amendments to the bids that they may wish to make at this stage.

4.3 Please note 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.

#### 5 APPROVED SCHEMES AND CAPITAL PROGRAMME BIDS FOR 2018/19 TO 2022/23

5.1 The table below provides a summary of the financial impact of the currently approved capital programme schemes and also those bids that have been received from Heads of Service for 2022/23 (subject to approval).

2018/19 £	2019/20 £	2020/21 £	2021/22 £	2022/23 £	TOTAL £
23,000	45,000	0	0	473,200	<b>541,200</b>

#### 6 FINANCIAL SYSTEMS

6.1 The Head of Financial Services has been made aware on 18 October by the software supplier of our financial systems that the rich client version that we currently use is to be withdrawn from mid-2018 and that we will be forced to move to the web-based version.

6.2 It is disappointing that no prior indication had been given of the impending withdrawal prior to that meeting with our software suppliers, and our frustration has been expressed.

6.3 At the time of writing this report we are unsure of likely costs to be incurred in moving to the new web-version of the system. It seems likely that there will be the need for an additional capital scheme for an upgrade to our financial systems in the 2018/19 financial year. It is possible that an update may be able to be provided at your meeting.

6.4 If information becomes available in time for the current review of the capital programme by the Budget Working Group then it is intended to ensure that the scheme is considered in preparation for your special meeting in February where you will consider the budget and forward capital programme (2018/23).

#### 7 RISK ASSESSMENT

7.1 The approval of this report may have the following implications:

- Resources – The **new bids** that have been submitted for this Committee would require funding of £473,200 from Council resources.
- 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.

## 8 CONCLUSION

- 8.1 There are currently three schemes in the capital programme for this Committee for the period 2018/19 to 2021/22, totalling £68,000.
- 8.2 There have been five new capital scheme bids for 2022/23, totalling £473,200.
- 8.3 It is likely that a further scheme will be forthcoming with regard to the financials system, but clarification is awaited.

## 9 RECOMMENDED THAT COMMITTEE

- 9.1 Consider the proposed five-year capital programme for 2018/19 to 2022/23 above and agree any amendments they wish to make.
- 9.2 Recommend to Policy and Finance Committee a future five-year capital programme for this Committee's services.

SENIOR ACCOUNTANT  
PF64-17/AC/AC  
23 October 2017

DIRECTOR OF RESOURCES

For further background information please ask for Andrew Cook.  
BACKGROUND PAPERS – None

**Policy and Finance Committee**  
**Previously Approved Capital Programme and Amended Programme**  
**– 2018/19 to 2021/22**

**ANNEX 1**

<b>POLICY AND FINANCE COMMITTEE</b>	<b>2018/19 £</b>	<b>2019/20 £</b>	<b>2020/21 £</b>	<b>2021/22 £</b>	<b>TOTAL £</b>
Windows Server Upgrade	23,500				<b>23,500</b>
Queensway Garages – Replace roof covering and repairs	23,000				<b>23,000</b>
Re-design of the Corporate Website		30,000			<b>30,000</b>
Corporate Firewall		15,000			<b>15,000</b>
<b>Previously Approved Capital Programme for Policy and Finance Committee</b>	<b>46,500</b>	<b>45,000</b>	<b>0</b>	<b>0</b>	<b>91,500</b>
Windows Server Upgrade – <b>DELETION OF SCHEME</b>	-23,500				-23,500
<b>Amended Capital Programme for Policy and Finance Committee</b>	<b>23,000</b>	<b>45,000</b>	<b>0</b>	<b>0</b>	<b>68,000</b>

## Policy and Finance Committee

### 2022/23 New Bids

<b>BID 1:</b>	<b>Lift Replacement at the Council Offices</b>
<b>Service Area:</b>	<b>Council Offices</b>
<b>Submitted by:</b>	<b>Adrian Harper</b>

#### **Brief Description of the Scheme:**

The council offices lift is the only accessible entrance to the council offices. The exact age of the lift itself is unidentified. The gear box that controls the lift is 38 years old so it can be assumed that the lift has been in situ since 1979. The lift is coming to the end of its economic life. In 2013 essential repair works to the lift were undertaken to keep the lift in operation, the total cost of this was £5,170. These works entailed replacement of the lift ropes and repairs to the drive sheave. It is generally thought that a reasonable operating life cycle for a lift would be 20-25 years although this expectation is dependent on usage and the environment in which the lift has been installed. The design life of a lift can and has been extended with routine servicing and by using replacement parts of the correct compatibility. The older a lift becomes sourcing original parts becomes increasingly difficult as they are no longer manufactured. As the legislation changes modifications are required to improve/meet compliance. The current standards in force for new lift installations are the BS EN81 series. To ensure the increased safety of existing lifts BS EN81-80 contains the rules for improvement of existing lift installations. Any existing lift installation should be assessed to this standard to ensure it meets the highest level of safety. The lift at the council offices does not comply with BS EN81-80. However, currently there is no legal obligation to comply.

#### **Revenue Implications:**

None.

#### **Timescale for Completion:**

April 2022: Out to tender. July 2022: Install new lift.

#### **Any Risks to Completion:**

CDM Regulations will be applicable. Health and Safety at Work Act 1974. If the scheme was not carried out eventually the gearbox or brake would fail. If this happened then the cart could fall potentially causing serious injury or even a fatality. The reason for this is because the current lift has (1) No uncontrolled movement protection (No protection against the car over speeding in the up and down direction. This could happen with brake or gearbox failure), AND (2) No unintended movement protection (No protection against the lift moving away from floor level while the doors are open. This could happen with brake or gearbox failure).

#### **Capital Cost:**

<b>Cost Element</b>	<b>2022/23 £</b>
Contractors	86,230
Internal Staff Time	1,210
Planning Fees / Building Regulations	900
Other	4,860
<b>Total Capital Cost of Scheme</b>	<b>93,200</b>

**Policy and Finance Committee**  
**2022/23 New Bids**

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<b>BID 2:</b>	<b>Dewhurst Road, Langho – Resurfacing Works</b>
<b>Service Area:</b>	<b>Estates</b>
<b>Submitted by:</b>	<b>Adrian Harper</b>

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**Brief Description of the Scheme:**

The Council are responsible for the maintenance of the majority of Dewhurst Road, Langho. The road is currently in an acceptable condition following minor repairs carried out in March 2017. These repairs provided a low cost, temporary solution but it is envisaged that the condition of the road will continue to deteriorate, affecting its usability and potentially resulting in claims for damage incurred. A quote of £68,500 to undertake the works has been obtained.

**Revenue Implications:**

Reduced repairs to surface defects (at least once every 2 years), -£500.

**Timescale for Completion:**

4 Weeks.

**Any Risks to Completion:**

None.

**Capital Cost:**

<b>Cost Element</b>	<b>2022/23 £</b>
Contractors	68,500
<b>Total Capital Cost of Scheme</b>	<b>68,500</b>

## Policy and Finance Committee

### 2022/23 New Bids

<b>BID 3:</b>	<b>Brookfoot Footbridge, Ribchester - Replacement of Bridge</b>
<b>Service Area:</b>	<b>Estates</b>
<b>Submitted by:</b>	<b>Adrian Harper</b>

#### **Brief Description of the Scheme:**

The Council are responsible for the maintenance of Brookfoot Footbridge in Ribchester. The bridge crosses Stydd Brook before it joins the River Ribble and connects Council owned land to a track leading to an adopted highway.

A large part of the land is currently leased to Ribchester Parish Council and is used as allotments. The remaining grassed area is maintained by Ribble Valley Borough Council. The land on both sides of the brook is susceptible to flooding and the bridge itself is at risk of damage when this occurs. The bridge is inspected by Engineering Services on a 3 monthly basis and whilst it is currently considered to be safe, defects have been identified which will need to continue to be monitored.

It is considered that due to the structural type and condition of the bridge, it would only be feasible to replace rather than repair the structure. It is estimated that the cost of undertaking these works would be £110,000.

#### **Revenue Implications:**

None.

#### **Timescale for Completion:**

10 Weeks.

#### **Any Risks to Completion:**

Any works would require planning permission and the consent of the Environment Agency, as they are responsible for the watercourse that flows below the bridge. Access to the allotments would need to be restricted and if possible, alternative arrangements agreed with the adjacent private landowner, whilst works took place.

#### **Capital Cost:**

<b>Cost Element</b>	<b>2022/23 £</b>
Contractors	110,000
<b>Total Capital Cost of Scheme</b>	<b>110,000</b>

**Policy and Finance Committee**  
**2022/23 New Bids**

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<b>BID 4:</b>	<b>Chaigley Road - Higher Road, Longridge - Repairs to Tunnel</b>
<b>Service Area:</b>	<b>Estates</b>
<b>Submitted by:</b>	<b>Adrian Harper</b>

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**Brief Description of the Scheme:**

The Council are responsible for the maintenance of Chaigley Road - Higher Road Tunnel in Longridge. The structure was built as part of the Preston to Longridge Railway Company's line from Tootle Height Quarry in 1839 and is now Grade II listed. It is sited under Chaigley Road and Higher Road, with an opening in the Council owned John Smith's Playing Fields.

The opposing end is located in a privately owned caravan park and is currently blocked up and inaccessible to the general public. Despite being sited under an adopted highway, the structure belongs to Ribble Valley Borough Council. The tunnel is inspected by Engineering Services on a 3 monthly basis and whilst the main tunnel structure is currently considered to be in good condition, defects have been identified on the external retaining wall of the structure which will need to be monitored and would benefit from being repaired/refurbished.

The displaced wall indicates a possible foundation fault and the wall also needs to be re-pointed. It is estimated that this work will cost £21,500.

**Revenue Implications:**

None.

**Timescale for Completion:**

10 weeks.

**Any Risks to Completion:**

None.

**Capital Cost:**

Cost Element	2022/23 £
Contractors	21,500
<b>Total Capital Cost of Scheme</b>	<b>21,500</b>



**Policy and Finance Committee**  
**2022/23 New Bids**

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**BID 5:**                    **ICT Infrastructure Refresh**

**Service Area:**        **IT Services**

**Submitted by:**        **Lawson Oddie**

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**Brief Description of the Scheme:**

Current infrastructure would be 5 years old in 2022/23.

The scheme is based on the projected ICT needs in 5 years, however the actual requirements may be quite different in 5 years when compared to those forecast within this bid - due to the speed of change/development in ICT. The scheme would look to equip the council to meet the actual needs in 2022/23. Possible solutions anticipated are:

1. Replacement of the current infrastructure with a similar solution (based on the 2016/17 capital scheme).
2. Move all server resources into the cloud.
3. Investigate the use of new end user technologies.

Costs are based on £100k server infrastructure, £60k desktop/network hardware and £20k potential price increases to 2022/23.

**Revenue Implications:**

There may be increased revenue costs to both hardware and software maintenance, such as licensing changes, but it is not possible to quantify this at this stage. The 2016/17 scheme resulted in additional revenue costs for licenses of just less than £4k per annum.

**Timescale for Completion:**

Over the 12 months within 2022/23.

**Any Risks to Completion:**

Loss of data, resource shortage, supplier pull-out.

**Capital Cost:**

Cost Element	2022/23 £
Equipment / Materials	180,000
<b>Total Capital Cost of Scheme</b>	<b>180,000</b>

**Policy and Finance Committee**  
**Summary of New Capital Bids for 2022/23**

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Schemes	2022/23 £
BID 1: Lift Replacement at the Council Offices	93,200
BID 2: Dewhurst Road, Langho – Resurfacing Works	68,500
BID 3: Brookfoot Footbridge, Ribchester – Replacement of Bridge	110,000
BID 4: Chaigley Road – Higher Road, Longridge – Repairs to Tunnel	21,500
BID 5: ICT Infrastructure Refresh	180,000
<b>Total of New Bids for Policy and Finance Committee</b>	<b>473,200</b>