

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 22

meeting date: 7 NOVEMBER 2017
title: CAPITAL MONITORING 2017/18
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To provide this Committee with information relating to the progress of the approved capital programme for the period to the end of September 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 Five schemes, totalling £127,250, were approved by the Policy and Finance Committee and Full Council at their respective meetings in February 2017.

2.2 There have been several amendments to the 2017/18 original estimate capital programme:

- The budgets on four schemes in the 2016/17 capital programme, totalling £167,450, were confirmed as still required by this Committee but unlikely to be spent in the 2016/17 financial year, as at 2016/17 revised estimate stage. These budgets were moved into the 2017/18 capital programme budget, following approval by this Committee in January 2017.
- One scheme in the 2016/17 capital programme was not completed by 31 March 2017 and had unspent budget available at that date. The total unspent balance on this scheme, £6,650, is known as slippage. This slippage has been transferred into the 2017/18 capital programme budget.
- One scheme, Economic Development Initiatives totalling £100,000, has been transferred to the newly created Economic Development Committee, because the nature of the scheme is in line with the new Committee's objectives.
- Additional budget of £1,350 was approved by this Committee in September 2017 to finance additional costs on the ICT Infrastructure Refresh scheme.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of nine schemes is £202,700. This is shown at Annex 1.

3 CAPITAL MONITORING 2017/18

3.1 The table overleaf summarises this Committee's capital programme budget, expenditure to date and variances, as at the end of September 2017. Annex 1 shows the full capital programme by scheme. Annex 2 shows scheme details, financial information and budget holder comments to date for each scheme.

BUDGET						EXPENDITURE	
Original Estimate 2017/18 £	Budget Moved from 2016/17 £	Slippage from 2016/17 £	Scheme Transferred to Economic Development Committee £	Additional Approvals 2017/18 £	Total Approved Budget 2017/18 £	Actual Expenditure including commitments as at end of September 2017 £	Variance as at end of September 2017 £
127,250	167,450	6,650	-100,000	1,350	202,700	8,000	-194,700

3.2 At the end of September 2017 £8,000 had been spent or committed. This is only 3.9% of the annual capital programme budget for this Committee.

3.3 The ICT Infrastructure Refresh scheme is complete.

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

- **Council Offices Re-roofing (-£7,910) and Council Offices Replacement Windows and Rooflights (-£4,540):** The final retention payment for the combined contract will be paid by the end of October 2017.
- **Council chamber - tables and seating renewal scheme (-£11,250):** Following discussion with potential suppliers the tables and seating renewal scheme and civic suite upgrade scheme are now being procured separately. Tables and seating samples are currently being assessed. The plan is to place an order by the end of November 2017, after the preferred tables and seating have been specified and quotes have been obtained from suppliers, so the scheme is completed within the financial year.
- **Civic suite upgrade (-£45,000):** Following discussion with potential suppliers the civic suite upgrade scheme and tables and seating renewal scheme are now being procured separately. A preferred supplier will be selected for the Civic Suite upgrade scheme following receipt of quotes, with the aim of completing the scheme within the financial year.
- **Replacement server for Revenues and Benefits (-£13,500):** The scheme implementation and procurement plan 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):** Procurement is in progress for both the printing equipment and the design system upgrade elements of the scheme. At this stage, it is hoped to complete the scheme in-year, subject to successful trial-use of the proposed design system upgrade solution.
- **New Council telephone system (-£45,000):** Officers met with a potential supplier in September and are currently awaiting technical feedback on the system requirements. Following this, a detailed specification will be produced and quotes obtained. The implementation timescale will be clearer at detailed specification stage. Given this, completion within the current financial year cannot be estimated with any certainty at this stage.
- **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.

4 CONCLUSION

- 4.1 At the end of September 2017 £8,000 had been spent or committed. This is only 3.9% of the annual capital programme for this Committee.
- 4.2 The ICT Infrastructure Refresh scheme is complete.
- 4.3 The Clitheroe Townscape scheme is on hold, awaiting the final plans for the Clitheroe Market Development scheme.
- 4.4 Of the other seven schemes, it is estimated, at this stage, that six schemes may be completed in-year and there is uncertainty over whether one of the schemes will be completed in-year.

SENIOR ACCOUNTANT
PF66-17/AC/AC
26 October 2017

DIRECTOR OF RESOURCES

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – None

Policy and Finance Committee – Capital Programme 2017/18

Cost Centre	Scheme	Original Estimate 2017/18 £	Budget Moved from 2016/17 £	Slippage from 2016/17 £	Scheme Transferred to Economic Development Committee £	Additional Approvals 2017/18 £	Total Approved Budget 2017/18 £	Actual Expenditure including commitments as at end of September 2017 £	Variance as at end of September 2017 £
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 – Tables and 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	1,350	8,000	8,000	0
Total Policy and Finance Committee		127,250	167,450	6,650	-100,000	1,350	202,700	8,000	-194,700

Policy and Finance Committee Individual Scheme Details

OROOF - Council Offices Re-roofing (retention)

Service Area: Council Offices
Head of Service: Adrian Harper

Brief Description of the Scheme:

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.

Revenue Implications:

Existing service – no change.

Timescale for Completion:

April 2015: Tender and undertake programme of works.

June 2015: Commencement of works.

August 2015: Completion.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of September 2017 £	Variance as at end of September 2017 £
Original Estimate 2017/18	0		
Budget Moved from 2016/17	7,910		
Total Approved Budget 2017/18	7,910	0	-7,910
Actual Expenditure 2016/17	3,169		
Actual Expenditure 2015/16	152,739		
ANTICIPATED TOTAL SCHEME COST	163,818		

Progress - Budget Holder Comments

September 2017: The final retention payment for the combined contract will be paid by the end of October 2017.

July 2017: Awaiting the combined contract retention invoice from the contractor, before payment is made. The invoice has been requested.

December 2016: Work has now been completed within budget on the combined Council Offices Re-roofing and Council Offices Windows and Rooflights schemes. Only the 5% contract retention payments remain outstanding. These payments, totalling £12,450, are due in May 2017, twelve months after the

**Policy and Finance Committee
Individual Scheme Details**

main contract work was completed. Thus, financial completion of the schemes can only take place in 2017/18 and it is recommended that £12,450 of the combined schemes budget is moved to 2017/18.

***September 2016:** No change from July 2016 comments – All work is complete, so awaiting final 5% retention payment in May 2017, twelve months after the main contract work completion.*

***July 2016:** All work is now completed on the combined Council Offices - Re-roofing and Council Offices Windows and Rooflights schemes. The remaining budgets on each scheme are for the 5% contract retention payment, due in May 2017, twelve months after the main contract work was completed. Thus, financial completion of the scheme can only take place in 2017/18, so the remaining budget will be moved into 2017/18 at Revised Estimate stage. The combined scheme will be completed within budget.*

***May 2016:** The work on the combined contract for the Council Offices - Re-roofing and Council Offices Windows and Rooflights schemes is complete. There is minor outstanding work to be completed internally on the link corridor frames/cladding. In addition, there is 5% contract retention for 12 months.*

***March 2016:** The majority of the work on the combined contract for the Council Offices - Re-roofing and Council Offices Windows and Rooflights schemes was complete by year-end. Minor work outstanding at year-end related to link corridor roofing and windows. In addition, there is 5% contract retention for 12 months. Slippage of the 2015/16 underspend on these schemes is requested to fund the minor work outstanding and the retention payment.*

***January 2016:** Work is currently in progress on the combined contract for the Council Offices - Re-roofing and Council Offices Windows and Rooflights schemes. It is expected to be completed by the year-end, weather permitting.*

***September/October 2015:** The preferred contractor has been chosen for the combined Re-roofing and Replacement Windows and Roof Lights contract. The contract will be signed in October 2015. Provisional contract sums are within the combined budget of £256,400. Work will begin in autumn 2015 and is currently planned for completion in March 2016. Expenditure to date relates to professional staff time input, building regulations fees and building surveys.*

***July/August 2015:** The Council Offices - Re-roofing scheme and Council Offices - Replacement Windows and Rooflights scheme have been combined together in one contract. The contract has been put out to tender. The preferred contractor will be chosen, following tender evaluation, by September 2015. The timing of the works is to be confirmed with the preferred contractor when the contract is awarded. At this point in time, scheme completion is expected within 2015/16. Expenditure to date relates to professional staff time input, building regulations fees and building surveys.*

Policy and Finance Committee Individual Scheme Details

WINDW – Council Offices Replacement Windows and Rooflights (retention)

Service Area: Council Offices
Head of Service: Adrian Harper

Brief Description of the Scheme:

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.

Revenue Implications:

£500 savings per year.

Timescale for Completion:

April 2015: Specify and Tender.

June 2015: Commencement of works.

August 2015: Completion.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of September 2017 £	Variance as at end of September 2017 £
Original Estimate 2017/18	0		
Budget Moved from 2016/17	4,540		
Total Approved Budget 2017/18	4,540	0	-4,540
Actual Expenditure 2016/17	1,357		
Actual Expenditure 2015/16	86,157		
ANTICIPATED TOTAL SCHEME COST	92,054		

Progress - Budget Holder Comments

September 2017: The final retention payment for the combined contract will be paid by the end of October 2017.

July 2017: Awaiting the combined contract retention invoice from the contractor, before payment is made. The invoice has been requested.

**Policy and Finance Committee
Individual Scheme Details**

December 2016: Work has now been completed within budget on the combined Council Offices Re-roofing and Council Offices Windows and Rooflights schemes. Only the 5% contract retention payments remain outstanding. These payments, totalling £12,450, are due in May 2017, twelve months after the main contract work was completed. Thus, financial completion of the schemes can only take place in 2017/18 and it is recommended that £12,450 of the combined schemes budget is moved to 2017/18.

September 2016: No change from July 2016 comments – All work is complete, so awaiting final 5% retention payment in May 2017, twelve months after the main contract work completion.

July 2016: All work is now completed on the combined Council Offices - Re-roofing and Council Offices Windows and Rooflights schemes. The remaining budgets on each scheme are for the 5% contract retention payment, due in May 2017, twelve months after the main contract work was completed. Thus, financial completion of the scheme can only take place in 2017/18, so the remaining budget will be moved into 2017/18 at Revised Estimate stage. The combined scheme will be completed within budget.

May 2016: The work on the combined contract for the Council Offices - Re-roofing and Council Offices Windows and Rooflights schemes is complete. There is minor outstanding work to be completed internally on the link corridor frames/cladding. In addition, there is 5% contract retention for 12 months.

March 2016: The majority of the work on the combined contract for the Council Offices - Re-roofing and Council Offices Windows and Rooflights schemes was complete by year-end. Minor work outstanding at year-end related to link corridor roofing and windows. In addition, there is 5% contract retention for 12 months. Slippage of the 2015/16 underspend on these schemes is requested to fund the minor work outstanding and the retention payment.

January 2016: Work is currently in progress on the combined contract for the Council Offices - Re-roofing and Council Offices Windows and Rooflights schemes. It is expected to be completed by the year-end, weather permitting.

September/October 2015: The preferred contractor has been chosen for the combined Re-roofing and Replacement Windows and Roof Lights contract. The contract will be signed in October 2015. Provisional contract sums are within the combined budget of £256,400. Work will begin in autumn 2015 and is currently planned for completion in March 2016. Expenditure to date relates to professional staff time input, building regulations fees and building surveys.

July/August 2015: The Council Offices - Re-roofing scheme and Council Offices - Replacement Windows and Rooflights scheme have been combined together in one contract. The contract has been put out to tender. The preferred contractor will be chosen, following tender evaluation, by September 2015. The timing of the works is to be confirmed with the preferred contractor when the contract is awarded. At this point in time, scheme completion is expected within 2015/16. Expenditure to date relates to professional staff time input, building regulations fees and building surveys.

Policy and Finance Committee Individual Scheme Details

TNSCP - Clitheroe Townscape Scheme

Service Area: Regeneration

Head of Service: Colin Hirst and Adrian Harper

Brief Description of the Scheme:

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.

Revenue Implications:

None.

Timescale for Completion:

Anticipated design work: April 2015.

Anticipated start on site: May 2015.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of September 2017 £	Variance as at end of September 2017 £
Original Estimate 2017/18	0		
Budget Moved from 2016/17	55,000		
Total Approved Budget 2017/18	55,000	0	-55,000
Actual Expenditure 2016/17	0		
Actual Expenditure 2015/16	0		
ANTICIPATED TOTAL SCHEME COST	55,000		

Policy and Finance Committee Individual Scheme Details

Progress - Budget Holder Comments

September 2017: No change - 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.

July 2017: No change from December 2016 - 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.

December 2016: The scheme is in abeyance awaiting further consideration in relation to the wider Clitheroe Market Development scheme, so there is no further progress on plans to spend the budget at this stage and there is expected to be no expenditure on the scheme in 2016/17. A report will be brought to a future meeting of this Committee when plans are drawn up. It is recommended that the revised estimate is reduced to nil and the £55,000 budget is moved to 2017/18.

September/October 2016: No change from July 2016 comments - The scheme is in abeyance awaiting further consideration in relation to the wider Clitheroe Market Development scheme. A report will be brought to a future meeting of this Committee when plans are drawn up.

July 2016: There is no further progress on plans to spend the £55k budget at this stage. The scheme is in abeyance awaiting further consideration in relation to the wider Clitheroe Market Development scheme. A report will be brought to a future meeting of this Committee when plans are drawn up.

May/June 2016: £55k slippage has been approved by Policy and Finance Committee, which is the non-LCC funded budget for this scheme. Policy and Finance Committee resolved that officers should take a report to a future meeting to suggest plans for use of the remaining £55k budget.

March 2016: Following in-year discussions with LCC it was confirmed that LCC would only commit the £60k 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, it is proposed that this scheme is reduced, following confirmation by LCC that the £60k funding is no longer available, and that officers consider what enhancement works could be achieved by the remaining budget in 2016/17.

January 2016: The scheme is on hold whilst we seek to establish whether Lancashire County Council's funding contribution will support expenditure on enhanced town centre improvements, which is the aim of the scheme, rather than core maintenance work. If a way forward is not agreed with the County Council before year-end, the scheme budget will be moved into 2016/17 as slippage. There will be a need to re-assess the scheme if agreement is not reached on enhanced improvements.

September 2015: The series of options worked up for this scheme, in conjunction with Lancashire County Council, are being considered and further discussions are taking place with the County Council on the way forward. At this stage, it is expected that work will be completed in the 2015/16 financial year.

July 2015: A series of options have been worked up for this scheme, in conjunction with Lancashire County Council. These options will be considered and a way forward then agreed. At this stage, it is expected that work will be completed in the 2015/16 financial year.

Policy and Finance Committee Individual Scheme Details

RBSVR - Replacement server for Revenues and Benefits

Service Area: Revenues and Benefits

Submitted by: Mark Edmondson

Brief Description of the Scheme:

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.

Revenue Implications:

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

Timescale for Completion:

During 2017/18.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of September 2017 £	Variance as at end of September 2017 £
Total Approved Budget 2017/18	13,500	0	-13,500
ANTICIPATED TOTAL SCHEME COST	13,500		

Progress – Budget Holder Comments:

September 2017: The scheme implementation and procurement plan 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.

July 2017: 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.

Policy and Finance Committee Individual Scheme Details

PSEQP - 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, 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.

Revenue Implications:

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

Timescale for Completion:

During 2017/18.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of September 2017 £	Variance as at end of September 2017 £
Total Approved Budget 2017/18	12,500	0	-12,500
ANTICIPATED TOTAL SCHEME COST	12,500		

Progress – Budget Holder Comments:

September 2017: Procurement is in progress for both the printing equipment and the design system upgrade elements of the scheme. At this stage, it is hoped to complete the scheme in-year, subject to successful trial-use of the proposed design system upgrade solution.

July/August 2017: 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.

Policy and Finance Committee Individual Scheme Details

CSEAT - Council chamber – Tables and 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. This scheme also includes the purchase of tables.

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.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of September 2017 £	Variance as at end of September 2017 £
Total Approved Budget 2017/18	11,250	0	-11,250
ANTICIPATED TOTAL SCHEME COST	11,250		

Progress – Budget Holder Comments:

September 2017: Following discussion with potential suppliers the tables and seating renewal scheme and civic suite upgrade scheme are now being procured separately. Tables and seating samples are currently being assessed. The plan is to place an order by the end of November 2017, after the preferred tables and seating have been specified and quotes have been obtained from suppliers, so the scheme is completed within the financial year.

**Policy and Finance Committee
Individual Scheme Details**

July 2017: 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 and a preferred layout has been confirmed. 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.

Policy and Finance Committee Individual Scheme Details

PHONE - 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.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of September 2017 £	Variance as at end of September 2017 £
Total Approved Budget 2017/18	45,000	0	-45,000
ANTICIPATED TOTAL SCHEME COST	45,000		

Progress – Budget Holder Comments:

September 2017: Officers met with a potential supplier in September and are currently awaiting technical feedback on the system requirements. Following this, a detailed specification will be produced and quotes obtained. The implementation timescale will be clearer at detailed specification stage. Given this, completion within the current financial year cannot be estimated with any certainty at this stage.

**Policy and Finance Committee
Individual Scheme Details**

July/August 2017: 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.

Policy and Finance Committee Individual Scheme Details

CSUPG - 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.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of September 2017 £	Variance as at end of September 2017 £
Total Approved Budget 2017/18	45,000	0	-45,000
ANTICIPATED TOTAL SCHEME COST	45,000		

Progress – Budget Holder Comments:

September 2017: Following discussion with potential suppliers the civic suite upgrade scheme and tables and seating renewal scheme are now being procured separately. A preferred supplier will be selected for the Civic Suite upgrade scheme following receipt of quotes, with the aim of completing the scheme within the financial year.

**Policy and Finance Committee
Individual Scheme Details**

July 2017: 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 and a preferred layout has been confirmed. 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.

Policy and Finance Committee Individual Scheme Details

ITSAN – ICT Infrastructure Refresh (Storage Area Network (SAN) and Network and Server Replacement)

Service Area: ICT
Head of Service: Lawson Oddie

Brief Description of the Scheme:

The scheme allows for the future corporately coordinated update of ICT equipment, including desktop and network with better business continuity resilience and improved data storage to meet increased use of ICT software functionality and to also potentially allow for more flexible working practices. The solutions are the implementation of:

1. Central storage area network that will allow for the consolidation of data storage, more resilient server infrastructure and a move towards high availability of server resources.
2. Investigate the use of G-Cloud or other cloud based services to enhance the Authority's disaster/business continuity procedures.
3. Replace ageing network infrastructure (network switches etc).

Revenue Implications:

This would be very difficult to quantify, as future technology available over time would likely offer different efficiencies than the technology available today.

Timescale for Completion:

It would be envisaged that the scheme would be completed within the year, however there is always the option for the scheme to be phased over a couple of years, as there are discrete elements of the scheme that are not reliant on each other to be operational.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of September 2017 £	Variance as at end of September 2017 £
Original Estimate 2017/18	0		
Slippage from 2016/17	6,650		
Additional Approval 2017/18	1,350		
Total Approved Budget 2017/18	8,000	8,000	0
Actual Expenditure 2016/17	93,354		
ANTICIPATED TOTAL SCHEME COST	101,354		

Policy and Finance Committee Individual Scheme Details

Progress - Budget Holder Comments

September 2017: Scheme complete – Additional budget of £1,350 was approved by Policy and Finance Committee in September 2017, to fund the minor overspend. The additional budget was financed from the ICT repairs and renewals earmarked reserve.

July 2017: Scheme complete - The IT consultant input was provided in early 2017/18 and the final £8,000 was paid in May 2017. Given the slippage request of £6,650, this scheme has overspent by £1,350, which is just over 1% of the total scheme budget of £100,000 and is due to a small number of unforeseen peripheral items required as part of the scheme. The additional budget required can be financed from the ICT repairs and renewals earmarked reserve.

March 2017: The IT consultant input required to complete the infrastructure refresh could not be scheduled in until early 2017/18. Slippage of £6,650 into 2017/18 is requested to help fund the IT consultant expenditure required. The IT consultant input cost in 2017/18 is £8,000. Given the slippage request of £6,650, then this scheme will overspend by £1,350 in 2017/18. This is just over 1% of the total scheme budget and is due to a small number of unforeseen peripheral items required as part of the scheme.

December 2016: No expenditure to date on the ICT Infrastructure Refresh scheme. The aim is to complete the scheme by the end of the financial year, dependent on the detailed project plan timings agreed with the preferred supplier.

September/October 2016: Tender documents have been advertised in October 2016 and the preferred contractor will be selected before the end of November 2016. At this stage, the aim is to complete the scheme by the end of the financial year because the refresh work is expected to take up to three months to complete. However, the actual timeline for scheme implementation is dependent on the project plan timings agreed with the preferred contractor at tender award stage.

July 2016: No spend to date in-year. The estimated timeline is for the work to be put out to tender, bids received and the preferred contractor selected by late Autumn 2016. This would allow the scheme to be completed by March 2017, as the refresh work is expected to take up to three months to complete. Tender documentation is currently being finalised.

May 2016: The work will be put out to tender, as the budget is greater than £50k.