

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 11

meeting date: 20 NOVEMBER 2018
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 (2019/20 to 2023/24) for this Committee.

2 BACKGROUND

- 2.1 This report will review the schemes that were approved in to the capital programme in March 2018, for the financial years 2019/20 to 2022/23. Also, new bids received from Heads of Service for 2023/24 are presented for consideration. No bids have previously been requested for 2023/24.
- 2.2 In the same manner as previous years, all Heads of Service were asked to submit new capital bids.

3 REVIEW OF THE CAPITAL PROGRAMME 2019/20 TO 2022/23

- 3.1 For this Committee there were originally five schemes approved for the financial years 2019/20 to 2022/23, totalling £403,500. No proposed amendments to the previously approved 2019/20 to 2022/23 capital programme were put forward by Heads of Service.
- 3.2 The five schemes in the 2019/20 to 2022/23 capital programme are shown in Annex 1.

4 NEW CAPITAL BIDS FOR 2023/24

- 4.1 Heads of Service were also asked to put forward new bids for 2023/24. For this Committee, seven new bids have been submitted for 2023/24, totalling £222,000. Please note, Heads of Service have requested that the following new scheme bids are approved in the capital programme for 2019/20, rather than 2023/24. For the purposes of this report these three bids are listed under 2023/24:
- BID 5: Committee Administration IT System - 2023/24 bid is £21,700 and this would reduce to £20,100 if included in the 2019/20 capital programme, the difference being anticipated price increases between years.
 - BID 6: Replacement PCs - 2023/24 bid is £51,000 and this would reduce to £47,100 if included in the 2019/20 capital programme, the difference being anticipated price increases between years.
 - BID 7: E-Recruitment System - 2023/24 bid is £22,500 and this would reduce to £20,800 if included in the 2019/20 capital programme, the difference being anticipated price increases between years.
- 4.2 A summary listing of the 2023/24 new scheme bids is shown in Annex 2 (including the three bids shown above) and detailed information for each new scheme bid is shown in Annex 3.

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

4.4 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.

5 APPROVED SCHEMES AND CAPITAL PROGRAMME BIDS FOR 2019/20 TO 2023/24

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 2023/24 (subject to approval).

2019/20 £	2020/21 £	2021/22 £	2022/23 £	2023/24 £	TOTAL £
45,000	0	0	358,500	222,000	625,500

6 RISK ASSESSMENT

6.1 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 £222,000.
- 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.

7 CONCLUSION

7.1 There are currently five schemes in the capital programme for this Committee for the period 2019/20 to 2022/23, totalling £403,500.

7.2 There have been seven new capital scheme bids for 2023/24, totalling £222,000.

8 RECOMMENDED THAT COMMITTEE

8.1 Consider the proposed five-year capital programme for 2019/20 to 2023/24 above and agree any amendments they wish to make.

8.2 Recommend to Policy and Finance Committee a future five-year capital programme for this Committee's services.

SENIOR ACCOUNTANT
PF74-18/AC/AC
12 November 2018

DIRECTOR OF RESOURCES

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – None

74-18pf

Policy and Finance Committee
Previously Approved Capital Programme 2019/20 to 2022/23

ANNEX 1

POLICY AND FINANCE COMMITTEE	2019/20 £	2020/21 £	2021/22 £	2022/23 £	TOTAL £
Re-design of the Corporate Website	30,000				30,000
Corporate Firewall	15,000				15,000
Dewhurst Road, Langho – Resurfacing Works				68,500	68,500
Brookfoot Footbridge, Ribchester – Replacement of Bridge				110,000	110,000
ICT Infrastructure Refresh				180,000	180,000
Previously Approved Capital Programme for Policy and Finance Committee	45,000	0	0	358,500	403,500

Policy and Finance Committee
Summary of New Capital Bids for 2023/24

Schemes	2023/24 £
BID 1: Painting of the Council Offices	31,100
BID 2: Revenues and Benefits Replacement Server	27,400
BID 3: Cyber Security Solutions Refresh	58,300
BID 4: Replacement Air Conditioning Units in the Server Room	10,000
BID 5: Committee Administration IT System <i>Requested that this be considered for 2019/20 at £20,100</i>	21,700
BID 6: Replacement PCs <i>Requested that this be considered for 2019/20 at £47,100</i>	51,000
BID 7: E-Recruitment System <i>Requested that this be considered for 2019/20 at £20,800</i>	22,500
Total of 2023/24 New Bids for Policy and Finance Committee	222,000

Policy and Finance Committee
2023/24 New Capital Bids

BID 1: Painting of the Council Offices
Service Area: Council Offices
Submitted by: Adrian Harper

Brief Description of the Scheme:

It has been noted over the last few years that the paintwork in the council offices in many areas has become dated and worn. To improve the aesthetics of the offices it is proposed that the internal areas of the building are re-painted.

Revenue Implications:

None identified.

Timescale for Completion:

18 weeks.

Any Risks to Completion:

None identified.

Capital Cost:

Cost Element	2023/24 £
Contractors	30,300
Internal Staff Time	800
Total Capital Cost of Scheme	31,100

Policy and Finance Committee
2023/24 New Capital Bids

BID 2:	Revenues and Benefits Replacement Server
Service Area:	Revenues
Submitted by:	Lawson Oddie

Brief Description of the Scheme:

This scheme allows for the future replacement of the server which hosts the Council's Revenues and Benefits system. The server is currently being replaced in the 2018/19 capital programme - this replacement will be 5 years old in 2023/24.

Revenue Implications:

None identified.

Timescale for Completion:

Mid-year 2023/24.

Any Risks to Completion:

There is a risk that the scheme requirements may change as the scheme date draws closer, ICT changes are generally fast paced. The bid assumes at this time that there will remain a status quo in service provision and software provider.

Risks in year for the scheme would be around time pressures and any other commitments with regard to the ICT team.

Capital Cost:

Cost Element	2023/24 £
Equipment / Materials	17,800
Fees (External)	9,600
Total Capital Cost of Scheme	27,400

Policy and Finance Committee
2023/24 New Capital Bids

BID 3: Cyber Security Solutions Refresh

Service Area: ICT

Submitted by: Lawson Oddie

Brief Description of the Scheme:

This costing is based on the refresh of the following current technologies:

- Firewall, £20,000.
- Web\Mail Proxy, £15,000.
- Anti-Virus, £15,000.

As cyber security is a rapidly evolving area, the solutions available in 2023 may be vastly different to our current solutions. We will monitor best practice within the field of Cyber Security and revise the capital bid each year up to 2023 to reflect this. Thus, this bid is a best guess broad estimate at this stage.

Revenue Implications:

None identified.

Timescale for Completion:

Mid-Year 2023/24.

Any Risks to Completion:

Cyber security is a rapidly evolving area and therefore the solutions available in 2023 may be vastly different to our current solutions.

Capital Cost:

Cost Element	2023/24 £
Equipment / Materials	58,300
Total Capital Cost of Scheme	58,300

Policy and Finance Committee
2023/24 New Capital Bids

BID 4:	Replacement Air Conditioning Units in Server Room
Service Area:	ICT
Submitted by:	Lawson Oddie

Brief Description of the Scheme:

The current air conditioning equipment installed in the server room will be 8 years old by 2023. This equipment runs non-stop 24/7 and it is vital that this equipment is fully functional in order to keep the server room at an optimal temperature and humidity.

The scheme requirements may change as the scheme date draws closer, ICT changes are generally fast paced. Thus, we will revise the capital bid prior to 2023 to reflect this and this bid is a best guess broad estimate at this stage.

Revenue Implications:

None identified.

Timescale for Completion:

Mid-Year 2023/24.

Any Risks to Completion:

There is a risk that the scheme requirements may change as the scheme date draws closer, ICT changes are generally fast paced. The bid assumes at this time that there will remain a status quo in ICT service provision and that we continue to require a server room.

Capital Cost:

Cost Element	2023/24 £
Equipment / Materials	10,000
Total Capital Cost of Scheme	10,000

Policy and Finance Committee

2023/24 New Capital Bids

BID 5:	Committee Administration IT System
Service Area:	Committee Services
Submitted by:	Diane Rice

Brief Description of the Scheme:

It is requested that this capital bid be considered for 2019/20.

NOTE - The costings have been shown at 2023/24 levels but will reduce to £20,100 if included in the 2019/20 capital programme.

This system will provide web-based access, storage and management of Council documents for members and officers.

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 additional iPads will support committee administration in the Civic Suite.

The scheme will also potentially streamline committee admin, reducing costs for printing and delivery, moving away from paper based committee documents.

Revenue Implications:

Year 1: Restricted App annual costs, £3,400.

Year 2 onwards: Annual support and maintenance and Restricted App annual costs, £11,100.

Note A: If bid is brought forward to 2019/20 the revenue costs will be £3,100 in Year 1 and £10,300 for Year 2 onwards.

Note B: Possible future printing and delivery reduced costs but no accurate estimate available.

Timescale for Completion:

2023/24.

Any Risks to Completion:

Technological advances may mean a different solution is required in 2023/24.

Capital Cost:

Cost Element	2023/24 £
Equipment / Materials	21,700
Total Capital Cost of Scheme	21,700

Policy and Finance Committee

2023/24 New Capital Bids

BID 6:	Replacement PCs
Service Area:	ICT
Submitted by:	Lawson Oddie

Brief Description of the Scheme:

It is requested that this capital bid be considered for 2019/20.

NOTE - The costings have been shown at 2023/24 levels but will reduce to £47,100 if included in the 2019/20 capital programme.

We have just recently had notification that extended support for Windows 7 will cease on 14 January 2020. Without such support we are unable to operate such PCs on the council network. Based on our current desktops this move to Windows 10 will affect 169 PCs and the majority (115) will either not support Windows 10 or the performance would be very poor.

Whilst some PC replacements can be accommodated in the lead up to January 2020, some other PCs will be approaching end of life.

This bid proposes the replacement of 115 PCs with those of a specification that should help assure an anticipated usable life of around 5 years.

Further considerations and planning may require a change in the phasing of these replacements and PC specifications. It is hoped to undertake some of this more detailed work over the next month.

Revenue Implications:

None identified.

Timescale for Completion:

Required to be in place by January 2020.

Any Risks to Completion:

Available ICT team resources - This is a very sizeable project and ideally work should begin in April 2019 for completion by January 2020.

Capital Cost:

Cost Element	2023/24 £
Equipment / Materials	51,000
Total Capital Cost of Scheme	51,000

Policy and Finance Committee
2023/24 New Capital Bids

BID 7:	E-Recruitment System
Service Area:	Human Resources
Submitted by:	Michelle Smith

Brief Description of the Scheme:

It is requested that this capital bid be considered for 2019/20.

NOTE - The costings have been shown at 2023/24 levels but will reduce to £20,800 if included in the 2019/20 capital programme.

To seek options to enhance and e-enable our recruitment systems. We are looking for a complete 'end-to-end' product covering all aspects of the recruitment process from creation of a vacancy through to the appointment of a new member of staff.

The costings in this initial bid are based on a quote for one option. The costings may change once the detailed requirements for the system are finalised.

Revenue Implications:

The annual maintenance fee is based on 2023/24 prices = £2,900.

If the scheme is implemented in 2019/20, the annual maintenance fee will be £2,700, based on 2019/20 prices.

Timescale for Completion:

December 2019.

Any Risks to Completion:

Potential issues around compatibility and interface with existing HR and Payroll system. Any such issues may require bespoke software development which could incur additional costs.

Capital Cost:

Cost Element	2023/24 £
Equipment / Materials	15,500
Fees (External)	7,000
Total Capital Cost of Scheme	22,500