

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 8

meeting date: 19 NOVEMBER 2019
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 (2020/21 to 2024/25) for this Committee.

2 BACKGROUND

- 2.1 This report will review the schemes that were approved in to the capital programme in March 2019, for the financial years 2020/21 to 2023/24. Also, new bids received from Heads of Service for 2024/25 are presented for consideration. No bids have previously been requested for 2024/25.
- 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 2020/21 TO 2023/24

- 3.1 For this Committee there were originally seven schemes approved for the financial years 2020/21 to 2023/24, totalling £476,700. These schemes are shown in Annex 1.
- 3.2 Review of the schemes by Heads of Service and information considered by Corporate Management Team has identified proposed amendments to two previously approved schemes, as follows:
- AMENDMENT 1: Dewhurst Road, Langho – Resurfacing Works – Corporate Management Team have now agreed to bring forward this scheme from 2022/23 to 2020/21 due to the increasingly poor condition of the road. The scheme value has been reduced by £2,700 to £65,800 to reflect 2020/21 prices.
 - AMENDMENT 2: ICT Infrastructure Refresh, Including PCs – The replacement PCs element of this 2022/23 scheme is no longer required, because a separate replacement PCs scheme is now taking place in 2019/20, after the Council was notified that extended support for Windows 7 will cease in January 2020, and a further replacement PCs scheme bid is being made for 2024/25. The overall scheme value for 2022/23 has therefore been reduced by £63,400 to £116,600.
- 3.3 The table overleaf shows the two proposed amendments and their financial impact on the 2020/21 to 2023/24 capital programme for this Committee. The proposed amendments are also included in Annex 1.

	2020/21 £	2021/22 £	2022/23 £	2023/24 £	TOTAL £
Previously Approved Capital Programme for Policy and Finance Committee	0	0	358,500	118,200	476,700
AMENDMENT 1: Dewhurst Road, Langho – Resurfacing Works	65,800		-68,500		-2,700
AMENDMENT 2: ICT Infrastructure Refresh, Including PCs			-63,400		-63,400
Amended Capital Programme for Policy and Finance Committee	65,800	0	226,600	118,200	410,600

4 NEW CAPITAL BIDS FOR 2024/25

4.1 Heads of Service were also asked to put forward new bids for 2024/25. For this Committee, seven new bids have been submitted, totalling £239,480.

4.2 Please note that three of the new bids have been requested for earlier years than 2024/25 and have been included in the proposed capital programme in those years:

- BID 1: CivicaPay System Upgrade 2021/22 - This upgrade must be scheduled in for 2021/22, so the £10,500 bid is requested for that year.
- BID 2: CivicaPay System Upgrade 2023/24 - This upgrade must be scheduled in for 2023/24, so the £10,900 bid is requested for that year.
- BID 4: Network Infrastructure – Much of the current infrastructure equipment is over 10 years old and sourcing replacement parts is becoming difficult. Therefore, it has been requested that this capital bid of £30,000 is implemented in 2020/21.

4.3 A summary listing of the new scheme bids is shown in Annex 2 and detailed information for each new scheme bid is shown in Annex 3.

4.4 This 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.

4.5 Please note that other committees will be receiving similar reports for 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 2020/21 TO 2024/25

5.1 The table below provides a summary of the financial impact of the currently approved capital programme schemes and also the proposed amendments and bids that have been received from Heads of Service for 2020/21 to 2024/25 (subject to approval).

2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	TOTAL £
95,800	10,500	226,600	129,100	188,080	650,080

6 RISK ASSESSMENT

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

- Resources – The **proposed amendments** and **new bids** that have been submitted for this Committee would require funding of £173,380.
- 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 seven schemes in the proposed capital programme for this Committee for the period 2020/21 to 2023/24, totalling £410,600, after factoring in two proposed amendments which reduce the capital programme budget by £66,100.

7.2 There are seven new capital scheme bids in years 2020/21, 2021/22, 2023/24 and 2024/25, totalling £239,480.

8 RECOMMENDED THAT COMMITTEE

8.1 Consider the proposed five-year capital programme for 2020/21 to 2024/25 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
PF60-19/AC/AC
4 November 2019

DIRECTOR OF RESOURCES

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

Policy and Finance Committee
Previously Approved Capital Programme and Proposed
Amendments Summary – 2020/21 to 2023/24

ANNEX 1

POLICY AND FINANCE COMMITTEE	2020/21 £	2021/22 £	2022/23 £	2023/24 £	TOTAL £
Dewhurst Road, Langho – Resurfacing Works			68,500		68,500
Brookfoot Footbridge, Ribchester – Replacement of Bridge			110,000		110,000
ICT Infrastructure Refresh, Including PCs			180,000		180,000
Revenues and Benefits Replacement Server				27,400	27,400
Cyber Security Solutions Refresh				58,300	58,300
Replacement Air Conditioning Units in Server Room				10,000	10,000
E-Recruitment System				22,500	22,500
Previously Approved Capital Programme for Policy and Finance Committee	0	0	358,500	118,200	476,700
AMENDMENT 1: Dewhurst Road, Langho – Resurfacing Works (Annex 3)	65,800		-68,500		-2,700
AMENDMENT 2: ICT Infrastructure Refresh, Including PCs (Annex 3)			-63,400		-63,400
Amended Capital Programme for Policy and Finance Committee	65,800	0	226,600	118,200	410,600

Policy and Finance Committee
Summary of New Capital Bids

Schemes	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	TOTAL £
BID 1: CivicaPay System Upgrade 2021/22		10,500				10,500
BID 2: CivicaPay System Upgrade 2023/24				10,900		10,900
BID 3: Replacement PCs					66,000	66,000
BID 4: Network Infrastructure	30,000					30,000
BID 5: Communications (Telephony) Refresh					50,000	50,000
BID 6: Redesign of Corporate Website					50,000	50,000
BID 7: Firewall Refresh					22,080	22,080
Total - New Bids for Policy and Finance Committee	30,000	10,500	0	10,900	188,080	239,480

Policy and Finance Committee

2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids

AMENDMENT 1: Dewhurst Road, Langho – Resurfacing Works

Service Area: Estates

Submitted by: Adrian Harper

Brief Description of the Proposed Amendment:

This scheme was included in the 2022/23 capital programme because the road was subject to regular costly repairs and it was envisaged that the condition of the road would continue to deteriorate, affecting its usability and potentially resulting in claims for damage incurred.

Corporate Management Team have now agreed to bring forward this scheme from 2022/23 to 2020/21 due to the increasingly poor condition of the road. The scheme value has been reduced by £2,700 to £65,800 to reflect 2020/21 prices.

Policy and Finance Committee

2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids

AMENDMENT 2: ICT Infrastructure Refresh, Including PCs

Service Area: IT Services

Submitted by: Lawson Oddie

Brief Description of the Proposed Amendment:

One element of the ICT Infrastructure Refresh scheme included in the 2022/23 capital programme was a bulk replacement of PCs across the Council to ensure the PCs were compatible with the latest operating systems and support available.

However, a separate replacement PCs scheme has since been included in the 2019/20 capital programme, because the Council was notified that extended support for Windows 7 will cease in January 2020, and a new bid for Replacement PCs in 2024/25 is included in this report (see BID 3).

Consequently, **the replacement PCs element of the ICT Infrastructure Refresh scheme is no longer required. The scheme value has therefore been reduced by £63,400 to £116,600.**

Policy and Finance Committee

2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids

BID 1: CivicaPay System Upgrade 2021/22

Service Area: Revenues and Benefits

Submitted by: Mark Edmondson

Brief Description of the Scheme:

We use the CivicaPay system to take payments in person at the Council offices, by telephone and online. Civica will only support customers on the versions of their software that are no more than 2 years older than their latest version. New releases include improvements to functionality and changes that are required to maintain Payment Card Industry Data Security Standards (PCI DSS).

NOTE - The upgrade must be scheduled in for 2021/22, so the bid is for that year and the cost is based on uprating prices to 2021/22 levels.

Environmental Considerations:

None.

Revenue Implications:

None.

Timescale for Completion:

2021/22.

Any Risks to Completion:

None.

Capital Cost:

Cost Element	2021/22 £
Equipment / Materials	10,500
Total Capital Cost of Scheme	10,500

Policy and Finance Committee

2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids

BID 2: CivicaPay System Upgrade 2023/24

Service Area: Revenues and Benefits

Submitted by: Mark Edmondson

Brief Description of the Scheme:

We use the CivicaPay system to take payments in person at the Council offices, by telephone and online. Civica will only support customers on the versions of their software that are no more than 2 years older than their latest version. New releases include improvements to functionality and changes that are required to maintain Payment Card Industry Data Security Standards (PCI DSS).

NOTE - The upgrade must be scheduled in for 2023/24, so the bid is for that year and the cost is based on uprating prices to 2023/24 levels.

Environmental Considerations:

None.

Revenue Implications:

None.

Timescale for Completion:

2023/24.

Any Risks to Completion:

None.

Capital Cost:

Cost Element	2023/24 £
Equipment / Materials	10,900
Total Capital Cost of Scheme	10,900

Policy and Finance Committee

2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids

BID 3: Replacement PCs

Service Area: IT Services

Submitted by: Lawson Oddie

Brief Description of the Scheme:

In the 2019/20 capital programme there is a scheme for the replacement of PCs due to the impact of the extended support for Windows 7 ceasing on 14 January 2020. Within the 2019/20 scheme it was highlighted that the anticipated life of those PCs was 5 years.

This new scheme bid is for the further replacement of those PCs at end-of-life in 2024/25. This is not to say that other PCs will not need to be replaced in the interim period, and these can be replaced from existing revenue budgets.

The timing of this scheme in 2024/25 also does not allow for any withdrawal of support for software prior to that date and the potential consequential impact of this (none anticipated at the time of writing this bid). If this were to be the case it is anticipated that this scheme may be able to be brought forward if needed and subject to approval.

The bid is based on the replacement of 150 PCs at a unit cost of £440 (being current prices inflated by 2% per annum): $150 \times £440 = £66,000$.

Environmental Considerations:

Disposal of redundant equipment. Equipment would be disposed of via an accredited computer disposal company.

Revenue Implications:

None as a direct result of this scheme.

Timescale for Completion:

Due to the scale of the roll-out of this number of PCs it is anticipated that the completion of this scheme would be phased across the year to allow for the best use of staff resources.

Any Risks to Completion:

- Technological changes.
- Other work pressures within the year of implementation which impact on the availability of ICT staff for this scheme.
- Changes in working practices.

Capital Cost:

Cost Element	2024/25 £
Equipment / Materials	66,000
Total Capital Cost of Scheme	66,000

Policy and Finance Committee

2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids

BID 4: Network Infrastructure

Service Area: IT Services

Submitted by: Lawson Oddie

Brief Description of the Scheme:

The current hardware that supports the Council's network infrastructure is ageing and needs replacing. Many of these pieces of equipment are over 10 years old and sourcing replacement parts is becoming difficult.

The introduction of more up to date networking technology would allow the Council's network to be operated in a more secure, reliable and efficient manner.

It is requested that this capital bid be brought forward and implemented as soon as possible and as such the estimated costs are based on such work being undertaken in 2020/21.

Environmental Considerations:

Disposal of redundant equipment. Equipment would be disposed of via an accredited computer disposal company.

Revenue Implications:

None.

Timescale for Completion:

This bid needs to be actioned as soon as possible as the current hardware is getting very old and it is proving difficult to source replacement parts.

Any Risks to Completion:

Staff resource.

Capital Cost:

Cost Element	2020/21 £
Equipment / Materials	30,000
Total Capital Cost of Scheme	30,000

Policy and Finance Committee

2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids

BID 5: Communications (Telephony) Refresh

Service Area: IT Services

Submitted by: Lawson Oddie

Brief Description of the Scheme:

By 2024/25 the expectation of management and/or workforce for flexible working practices may have changed. To facilitate these changes we may need to invest in newer technologies to allow staff to communicate with each other and members of the public. By 2024/25 our telephony solution may not be able to allow staff and members of the public to communicate in the ways expected. This bid would be used to enable RVBC to communicate using the appropriate technologies.

Environmental Considerations:

Disposal of redundant equipment. Equipment would be disposed of via an accredited computer disposal company.

Revenue Implications:

None anticipated as a direct result of this scheme.

Timescale for Completion:

2024/25.

Any Risks to Completion:

Staff resource.

Capital Cost:

Cost Element	2024/25 £
Equipment / Materials	50,000
Total Capital Cost of Scheme	50,000

Policy and Finance Committee

2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids

BID 6: **Redesign of Corporate Website**

Service Area: **IT Services**

Submitted by: **Lawson Oddie**

Brief Description of the Scheme:

A major redesign of the corporate website is taking place in 2019/20. By 2024/25 the website will be 5 years old and website styling, best practice and functionality will have moved on greatly. The site will be showing its age, be less engaging to members of the public and users may expect functionality that the website does not provide.

Environmental Considerations:

None.

Revenue Implications:

None anticipated as a direct result of this scheme.

Timescale for Completion:

2024/25.

Any Risks to Completion:

Staff resource.

Capital Cost:

Cost Element	2024/25 £
Equipment / Materials	50,000
Total Capital Cost of Scheme	50,000

Policy and Finance Committee

2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids

BID 7:	Firewall Refresh
Service Area:	IT Services
Submitted by:	Lawson Oddie

Brief Description of the Scheme:

The current corporate firewall was replaced in 2019. New security threats from the internet are emerging at a rapid rate and technology must keep pace. In order to protect RVBC from the ever changing cyber threats we may need to invest in new technologies to enhance the cyber security posture of Ribble Valley, whether that is a refreshed firewall or new technologies that replace firewall functionality.

A favourable price was able to be secured for the latest replacement, but with potential added functionality in future years the scheme has been costed on a basis of £20K at current prices, inflated by 2% per annum to 2024/25 prices. Costs will be reviewed as the next implementation date approaches.

Environmental Considerations:

Disposal of redundant equipment. Equipment would be disposed of via an accredited computer disposal company.

Revenue Implications:

None anticipated as a direct result of this scheme.

Timescale for Completion:

2024/25.

Any Risks to Completion:

Staff resource.

Capital Cost:

Cost Element	2024/25 £
Equipment / Materials	22,080
Total Capital Cost of Scheme	22,080