

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 19

meeting date: 19 NOVEMBER 2019
title: OVERALL CAPITAL MONITORING 2019/20
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 September 2019.

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 Eighteen schemes, totalling £2,429,140, were approved for inclusion in the overall capital programme original estimate budget by the Special Policy and Finance Committee and Full Council at their respective meetings in February 2019 and March 2019.

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

- The 2018/19 capital programme budgets for two schemes, totalling £259,050, were moved from 2018/19 to the 2019/20 capital programme, following assessment of the progress on those schemes when the 2018/19 revised capital programme budget was set in January 2019.
- The 2019/20 budget for one scheme has been reduced by £2,290 because £2,292 was spent on necessary early work on that scheme towards the end of the 2018/19 financial year.
- There were eleven 2018/19 capital schemes that were not completed by 31 March 2019 and had unspent budget available at that date. The total unspent budget on these schemes was £678,270 and this is known as slippage. This slippage has been transferred into the 2019/20 capital programme budget.
- Additional budget approvals, totalling £735,130, have been granted on seven capital schemes so far in 2019/20.

2.3 Consequently, the total approved budget for the 2019/20 overall capital programme of thirty three schemes is £4,099,300.

3 CAPITAL MONITORING 2019/20

3.1 The table overleaf summarises the overall capital programme by committee, showing the total approved budget, actual expenditure and remaining budget as at the end of September 2019. Annex 1 shows the overall capital programme by scheme, including budget, actual expenditure and remaining budget as at the end of September 2019.

Committee	Original Estimate 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Actual Expenditure including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
Community Services	1,912,440	-2,290	57,870	11,500	1,979,520	1,748,556	-230,964
Planning and Development	14,500	0	26,420	324,920	365,840	182,210	-183,630
Policy and Finance	112,200	84,050	60,950	23,340	280,540	45,241	-235,299
Health and Housing	370,000	175,000	451,280	375,370	1,371,650	267,523	-1,104,127
Economic Development	20,000	0	81,750	0	101,750	0	-101,750
OVERALL TOTAL	2,429,140	256,760	678,270	735,130	4,099,300	2,243,530	-1,855,770

3.2 At the end of September 2019 £2,243,530 had been spent or committed. This is 54.7% of the overall capital programme budget for 2019/20.

3.3 Eleven schemes have been completed already. Based on the review of progress on each of the remaining twenty two schemes, at this stage:

- fourteen schemes are currently on-track to be completed in-year
- three schemes may not be fully completed in-year
- three schemes are in progress but will not be fully completed in-year; and
- two schemes are on-going Housing grants schemes.

3.4 Progress on the schemes with the largest remaining budgets is as follows:

- **Play Area Improvements 2019/20 (-£36,730):** Work in August and September has been on playgrounds checking and minor work by the Grounds Maintenance team plus time input from the Amenity Cleansing Manager. The playground assessments after the school summer holidays have identified improvement and refurbishment works across various play areas. The allocation of some work to internal staff and obtaining external quotes for the rest of the work will be completed by early December 2019, with the aim of completing all the works in early 2020. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work.
- **Replacement of CCTV System (-£60,000):** CCTV requirements have now been specified. After meeting with the Police and discussion with Corporate Management Team, two additional cameras have been added to the scheme as provisional items. These may be included in the scheme if there is budget available after tenders are returned. Tenders are to be requested in November 2019. The aim is for the scheme to be completed by March 2020.

- **Edisford Sports Complex (-£114,271):** The main contract work is substantially complete and the new 3G pitches are operational. There is still some drainage, fencing and contract snagging work to be completed and this is expected to be finished by November 2019.

Expenditure and all contract commitments on the scheme at the end of September 2019 was £1,313,879, which is within both the original estimate budget of £1,428,150 and also within the revised budget of £1,320,720, which was set for the scheme and reported to this Committee in September 2019. Whilst unexpected costs may arise at any point during a project of this size, it is estimated at this stage that the scheme will be delivered in line with the revised budget for the full scheme of £1,323,010.

The revised budget, including the contract retention budget to be moved to 2020/21, will be included in the Capital Programme Revised Estimate budget to be set in January 2020.

- **Replacement of Plotter/Copier in the Planning Section (-£14,500):** This scheme is on hold awaiting the outcome of the wider process review in the Planning section. The changed plotting/copying requirements in the Planning section will be considered alongside the wider review. As a result, it is unlikely that this scheme will be completed in-year.
- **Introduction of Planning Portal Link to the Planning Application System and Planning System Update (-£26,420):** This scheme is on hold awaiting the outcome of the wider process review in the Planning section. The current elements included in this capital scheme need to be compatible with the functionality of the Planning system going forwards and may change as a result of the wider process review. As a result, it is unlikely that this scheme will be completed in-year.
- **Primrose Lodge Blue and Greenway Project (-£142,710):** The first key trigger point has been met in relation to the costs of de-silting works at Primrose Lodge and the Council paid a contribution of £182,210 to Ribble Rivers Trust in September 2019. The Trust have confirmed that the fish pass element of the project is now underway and they are aiming to complete those works by Easter 2020. Given the sums involved in that element of the project, there is a strong possibility that the Council may pay the second and final contribution of £142,705 before financial year-end. This is subject to the fish pass work not being delayed.
- **Re-Design of Corporate Website (-£30,000):** An update report to CMT on proposals has been delayed as the implications of accessibility legislation and options are first evaluated. A report will be presented to CMT in the coming weeks. It is likely that this scheme will need to be moved to the 2020/21 financial year at the time of revising the capital programme, albeit that other work in-house without external costs will need to be undertaken over the coming months in this financial year.
- **Committee Administration IT System (-£20,100):** The preferred supplier was approved by this Committee in September 2019 and a three year agreement has been signed with the preferred supplier. Installation and implementation dates will be confirmed shortly. Thus, installation and implementation of the system and associated hardware purchases are on-track for completion by March 2020.
- **Replacement PCs (-£47,100):** The scheme budget was increased to £65,100 after £18,000 additional budget was approved by this Committee in September 2019 in respect of upgrading the CivicaPay system to be compatible with Windows 10. Following this, the order was placed for the CivicaPay system upgrade in September 2019.

Since the end of September, the training for staff has been completed and the majority of the replacement PCs have been purchased. Some further PCs will be purchased in the near future, installation of the PCs is underway across all service areas and the scheme is on-track for completion by January 2020.

- **Lift replacement at Council Offices (-£87,340):** The contract works start date is later than previously estimated, due to a technical assessment undertaken on the lift installation plans and lead time required by the contractor. The main works will now start in March 2020, with completion planned in June 2020. A significant element of the scheme budget will be moved to the 2020/21 financial year at the time of revising the 2019/20 capital programme, to reflect the amounts estimated to be paid in 2020/21.
- **New Council telephone system (-£45,000):** The preferred supplier for the replacement analogue telephone system was chosen in September 2019 and an order was subsequently placed in October 2019. It has been confirmed that we will update the Contact Centre telephone software for compatibility purposes at the same time as completing the telephone system replacement. The implementation of the replacement telephone system and Contact Centre software upgrade is expected to be completed by March 2020. Final scheme costs are likely to be within the overall £45,000 budget and the revised estimate budget will be set in January 2020.
- **Disabled Facilities Grants (-£445,567):** Committed expenditure at the end of September 2019 was based on twenty-four schemes approved in 2018/19 and thirty-two schemes approved so far in 2019/20. In addition to this, there were a further sixteen applications working towards approval, one currently approved scheme where additional approval may be required to fund further work now identified and there are twenty-two referrals from Occupational Therapists that may become formal applications in the near future. Further referrals and applications are expected in-year.

This grant scheme is demand-led, being dependent on referrals from Occupational Therapists. Therefore, the actual level of committed expenditure for the year as a whole will be dependent on the number of and value of approved referrals in-year. The number of and value of referrals can vary throughout the year and between years. The DFGs budget is monitored by officers on a monthly basis.

- **Landlord/Tenant Grants (-£134,240):** No schemes have been approved so far in 2019/20, but there are now two potential applicants that are likely to make formal applications before Christmas 2019 and Housing officers will continue to promote the scheme. At this stage, there is no certainty that the scheme budget will be fully committed by year-end. However, because this is a demand-led grant scheme, this may change if additional grant applications are made in-year.
- **Clitheroe Market Improvements (-£175,000):** Initial work on this scheme was approved by Health and Housing Committee in September 2019. This initial phase of work comprises erecting new uniform canopies on all cabins, hand painting fascia signs on all cabins, refurbishing the market toilets and removing all stalls in the bullring. This work is currently being programmed in and the work is expected to be completed by early 2020.

An overall budget of £118,000 has been set aside for this initial work in 2019/20. It is currently planned to move any unspent budget on the scheme at year-end into the 2020/21 financial year and to bring a report to a future meeting of Health and Housing Committee in respect of any further improvements proposed to the Market.

- **Longridge Affordable Housing Scheme (-£234,000):** The Council has had an offer accepted on one of the two properties subject to contract and conveyancing is underway. A second property is being considered currently, subject to the budget available and works required. In addition, the lease and management agreement with the registered provider is close to being finalised. At this stage, the scheme is still on-track to be completed in-year, but is dependent on the time taken to complete purchase of and undertake any associated works on the two properties.
- **Chipping Community Housing Grant (-£115,000):** The grant agreement is now in agreed form, subject to the final completion of some supporting documentation. Chipping Land Trust now plan to complete the purchases before the end of the calendar year. The Council will pay the grant monies to the Land Trust just prior to completion of the purchases, in line with the grant agreement. The scheme will be complete at that stage.
- **Gateway Signs for Whalley, Longridge and Clitheroe (-£20,000):** The Council is still in dialogue with Lancashire County Council (LCC) to provide site locations for LCC to assess and grant site permissions. Following this, quotes will be obtained for the signs and they can be purchased and installed. At the present time, the aim is still to complete the scheme by March 2020.
- **Economic Development Initiatives (-£81,750):** There are no current schemes in progress which are likely to be funded from this economic development capital pot. Therefore, at this stage there is the possibility that not all of the budget is committed by year-end. However, a number of site opportunities are being explored and will be the subject of future reports.

4 CONCLUSION

- 4.1 At the end of September 2019 £2,243,530 had been spent or committed. This is 54.7% of the overall capital programme budget for 2019/20.
- 4.2 Eleven schemes have been completed already. Based on the review of progress on each of the remaining twenty two schemes, at this stage:
- fourteen schemes are currently on-track to be completed in-year
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 - two schemes are on-going Housing grants schemes.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF68-19/AC/AC
8 November 2019

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

Overall Capital Programme 2019/20

Cost Centre	Scheme	Original Estimate 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Actual Expenditure including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
Community Services Committee								
PLAYT	Play Area Improvements 2019/20	40,000	0	0	0	40,000	3,270	-36,730
REPWB	Replacement of Refuse Wheelie Bins	10,000	0	0	0	10,000	10,000	0
RCCTV	Replacement of CCTV System	60,000	0	0	0	60,000	0	-60,000
RVHNX	Replacement of Refuse Collection Vehicle VU60 HNX	227,000	0	0	0	227,000	224,602	-2,398
RVTKN	Replacement of Paper Collection Vehicle VU06 TKN	50,000	0	0	0	50,000	51,321	1,321
GVGMW	Replacement Gang Mower (rvbc009)	30,000	0	0	0	30,000	24,400	-5,600
GVBYS	Replacement Mini Tractor with Bucket PN05 BYS	22,000	0	0	0	22,000	18,575	-3,425
GVJCB	Replacement of JCB Gravemaster Digger (rvbc005)	29,000	0	0	0	29,000	29,400	400
AABED	Automatic Access Barrier – Edisford River Bank	14,000	0	0	0	14,000	8,238	-5,762
ESCPX	Edisford Sports Complex	1,430,440	-2,290	0	0	1,428,150	1,313,879	-114,271
PLAYS	Play Area Improvements 2018/19	0	0	18,870	0	18,870	18,315	-555
GVKJJ	Replacement Truck (Ford) c/w tail lift PE60 KJJ	0	0	37,500	0	37,500	35,740	-1,760
CPPAY	Off-Street Car Parks – Update of Payment Systems	0	0	1,500	0	1,500	0	-1,500
CPHFT	Replacement of Leased Car Parking Van KR16 HFT	0	0	0	11,500	11,500	10,816	-684
Total Community Services Committee		1,912,440	-2,290	57,870	11,500	1,979,520	1,748,556	-230,964

Overall Capital Programme 2019/20

Cost Centre	Scheme	Original Estimate 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Actual Expenditure including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
Planning and Development Committee								
PLOTT	Replacement of Plotter/Copier in the Planning Section	14,500	0	0	0	14,500	0	-14,500
PLANN	Introduction of Planning Portal Link to the Planning Application System and Planning System Update	0	0	26,420	0	26,420	0	-26,420
PRMLG	Primrose Lodge Blue and Greenway Project	0	0	0	324,920	324,920	182,210	-142,710
Total Planning and Development Committee		14,500	0	26,420	324,920	365,840	182,210	-183,630
Policy and Finance Committee								
COWEB	Re-Design of Corporate Website	30,000	0	0	0	30,000	0	-30,000
COFIR	Corporate Firewall	15,000	0	0	0	15,000	10,855	-4,145
COADM	Committee Administration IT System	20,100	0	0	0	20,100	0	-20,100
REPPC	Replacement PCs	47,100	0	0	18,000	65,100	18,000	-47,100
COLFT	Lift replacement at Council Offices	0	84,050	0	5,340	89,390	2,050	-87,340
QGARR	Queensway Garages – replace roof covering and repairs	0	0	1,830	0	1,830	228	-1,602
CFUPG	Financial system upgrade	0	0	14,120	0	14,120	14,108	-12
PHONE	New Council telephone system	0	0	45,000	0	45,000	0	-45,000
Total Policy and Finance Committee		112,200	84,050	60,950	23,340	280,540	45,241	-235,299

Overall Capital Programme 2019/20

Cost Centre	Scheme	Original Estimate 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Actual Expenditure including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
Health and Housing Committee								
DISCP	Disabled Facilities Grants	320,000	0	360,120	26,370	706,490	260,923	-445,567
LANGR	Landlord/Tenant Grants	50,000	0	84,240	0	134,240	0	-134,240
CMIMP	Clitheroe Market Improvements	0	175,000	0	0	175,000	0	-175,000
CWARM	Affordable Warmth – Capital Grants	0	0	6,920	0	6,920	6,600	-320
LONAH	Longridge Affordable Housing Scheme	0	0	0	234,000	234,000	0	-234,000
CHCHG	Chipping Community Housing Grant	0	0	0	115,000	115,000	0	-115,000
Total Health and Housing Committee		370,000	175,000	451,280	375,370	1,371,650	267,523	-1,104,127
Economic Development Committee								
GWSGN	Gateway Signs for Whalley, Longridge and Clitheroe	20,000	0	0	0	20,000	0	-20,000
ECDVI	Economic Development Initiatives	0	0	81,750	0	81,750	0	-81,750
Total Economic Development Committee		20,000	0	81,750	0	101,750	0	-101,750
OVERALL CAPITAL PROGRAMME 2019/20 TOTAL								
		2,429,140	256,760	678,270	735,130	4,099,300	2,243,530	-1,855,770