

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 16

meeting date: 17 NOVEMBER 2020  
title: CAPITAL OUTTURN 2019/20  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

### 1 PURPOSE

1.1 To report the 2019/20 capital programme outturn for this Committee and to set out the slippage on some capital scheme budgets that has been moved from 2019/20 to 2020/21.

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 2019/20 CAPITAL PROGRAMME BACKGROUND

2.1 Four schemes, totalling £112,200, were approved as this Committee's original estimate capital programme by the Special Policy and Finance Committee and Full Council at their respective meetings in February 2019 and March 2019.

2.2 When the revised estimate budget for the 2018/19 capital programme was approved by this Committee in January 2019, £84,050 of budget on one scheme was moved from the 2018/19 capital programme to the 2019/20 capital programme.

2.3 Three 2018/19 capital schemes were not completed by 31 March 2019 and had unspent budget available at that date. The total unspent budget of £60,950 on those schemes, known as slippage, was moved into the 2019/20 capital programme budget, after approval by this Committee in June 2019.

2.4 In September 2019, this Committee approved additional budget on two schemes in the 2019/20 capital programme. These amounts, totalling £23,340, are known as additional approvals.

2.5 As a result of the above, the total approved budget for this Committee's capital programme of eight schemes was £280,540.

2.6 The revised capital programme budget of £162,720 for seven schemes was then approved by this Committee in January 2020, following a review of progress on each capital scheme. This included moving £108,730 of budget on two schemes into the 2020/21 financial year.

2.7 During the financial year this Committee has received reports monitoring the progress of schemes within the programme.

### 3 CAPITAL OUTTURN 2019/20 AND SLIPPAGE

3.1 Annex 1 shows this Committee's capital programme outturn position by scheme, including budget approvals, actual expenditure in-year and slippage into 2020/21. The table below summarises the final outturn position.

Original Estimate 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Revised Estimate 2019/20 £	Budget Moved to 2020/21 £	Actual Expenditure 2019/20 £	Slippage into 2020/21 £
112,200	84,050	60,950	23,340	280,540	162,720	108,730	122,542	33,480

3.2 Actual expenditure on this Committee's capital programme was £122,542, which is 75.3% of the revised estimate budget.

3.3 Three of the seven capital programme schemes were completed in-year.

3.4 Four schemes were not completed in 2019/20 and some unspent budgets on those schemes have been moved into the 2020/21 financial year to fund scheme completion. This is known as slippage. The details for each scheme are as follows:

- **Committee Administration IT system (-£12,350):** The main software for the system had been purchased and initial training and implementation had begun in-year. By year-end, full system implementation and training was still to be completed before the final system acceptance payment could be made and relevant IT hardware purchases were still to be made. Slippage of £12,350 will fund the final acceptance payment and hardware purchases.
- **Replacement PCs (-£10,953):** All the PCs were replaced in-year and the planned system upgrades were all completed, except for the final element of the CivicaPay system upgrade, which had a budgeted cost of £10,000. Slippage of £10,000 will fund the final element of the CivicaPay system upgrade to ensure Windows 10 compatibility.
- **Lift replacement at Council Offices (-£2,702):** The lift contract work was underway and the first stage payment was made in-year as planned. However, there was an underspend in 2019/20 because no building regulations fees or surveyors time charges costs were incurred in-year. Slippage of £2,700 will help to fund the main contract and other associated works costs on the lift scheme in 2020/21.
- **Financial system upgrade (-£8,428):** The scheme is substantially complete at year-end, as the system has been upgraded to the web-based version in 2019/20. However, at year-end some supplier IT consultant input was still required to complete full scheme implementation. Slippage of £8,430 will fund the supplier IT consultant input in 2020/21.

3.5 Attached at Annex 2 are the individual "Request for slippage" forms, which have been completed by budget holders and agreed with the Director of Resources.

4 CONCLUSION

- 4.1 Actual expenditure on this Committee's capital programme was £122,542, which is 75.3% of the revised estimate budget.
- 4.2 Three of the seven capital programme schemes were completed in-year.
- 4.3 Four schemes were not completed in 2019/20 and budget slippage of £33,480 has been moved into the 2020/21 financial year to help fund the completion of those schemes.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF29-20/AC/AC  
30 October 2020

For further information please ask for Andrew Cook.

BACKGROUND PAPERS – None

**POLICY AND FINANCE COMMITTEE – CAPITAL PROGRAMME OUTTURN 2019/20**

**Annex 1**

<b>Cost Centre</b>	<b>Scheme</b>	<b>Original Estimate 2019/20 £</b>	<b>Budget Moved from 2018/19 £</b>	<b>Slippage from 2018/19 £</b>	<b>Additional Approvals 2019/20 £</b>	<b>Total Approved Budget 2019/20 £</b>	<b>Revised Estimate 2019/20 £</b>	<b>Budget Moved to 2020/21 £</b>	<b>Actual Expenditure 2019/20 £</b>	<b>Slippage into 2020/21 £</b>
COWEB	Re-design of Corporate Website	30,000				30,000	0	30,000	0	
COFIR	Corporate Firewall	15,000				15,000	10,860		10,855	
COADM	Committee Administration IT System	20,100				20,100	20,100		7,750	12,350
REPPC	Replacement PCs	47,100			18,000	65,100	75,550		64,597	10,000
COLFT	Lift replacement at Council Offices		84,050		5,340	89,390	11,360	78,730	8,658	2,700
QGARR	Queensway garages - replace roof covering and repairs			1,830		1,830	230		228	
CFUPG	Financial system upgrade			14,120		14,120	14,120		5,692	8,430
PHONE	New council telephone system			45,000		45,000	30,500		24,762	
<b>Total Policy and Finance Committee</b>		<b>112,200</b>	<b>84,050</b>	<b>60,950</b>	<b>23,340</b>	<b>280,540</b>	<b>162,720</b>	<b>108,730</b>	<b>122,542</b>	<b>33,480</b>

**POLICY AND FINANCE COMMITTEE – CAPITAL PROGRAMME  
OUTTURN 2019/20**

**Annex 2**

**Request for slippage into 2020/21**

<b>Cost Centre and Scheme Title</b>	COADM: Committee Administration IT system
<b>Scheme Description</b>	This system will provide web-based access, storage and management of Council documents for members and officers. A small number of additional iPads will support committee administration in the Civic Suite.
<b>Head of Service</b>	Mair Hill
<b>Year Originally Approved</b>	2019/20
<b>Revised Estimate 2019/20 for the Scheme</b>	£20,100
<b>Actual Expenditure in the Year 2019/20</b>	£7,750
<b>Variance - (Underspend) or Overspend</b>	(£12,350)
<b>Please provide full reasons for the (under) or over spend variance shown above?</b>	The main software for the system had been purchased and initial training and implementation had begun in-year. By year-end, full system implementation and training was still to be completed before the final system acceptance payment could be made and relevant IT hardware purchases were still to be made.

<b>Please grant the amount of Budget Slippage from 2019/20 to 2020/21 requested.</b>	£12,350
<b>Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered.</b>	To fund the: <ul style="list-style-type: none"> <li>• system acceptance payment, after the system has been implemented and training completed; and</li> <li>• purchase of relevant IT hardware to support use of the system (possibly some laptops).</li> </ul>
<b>By what date would the work or services related to any requested slippage be completed, if it were to be approved.</b>	January 2021.

**POLICY AND FINANCE COMMITTEE – CAPITAL PROGRAMME  
OUTTURN 2019/20**

**Request for slippage into 2020/21**

<b>Cost Centre and Scheme Title</b>	REPPC: Replacement PCs
<b>Scheme Description</b>	The replacement of 115 PCs with those of a specification that should help ensure Windows 10 compatibility and an anticipated usable life of around 5 years. Also, additional scheme approvals in 2019/20 extended the scheme to include the upgrade of some key Council systems to ensure Windows 10 compatibility.
<b>Head of Service</b>	Lawson Oddie
<b>Year Originally Approved</b>	2019/20
<b>Revised Estimate 2019/20 for the Scheme</b>	£75,550
<b>Actual Expenditure in the Year 2019/20</b>	£64,597
<b>Variance - (Underspend) or Overspend</b>	(£10,953)
<b>Please provide full reasons for the (under) or over spend variance shown above?</b>	All the PCs were replaced in-year and the planned system upgrades were all completed, except for the final element of the CivicaPay system upgrade, which had a budgeted cost of £10,000.

<b>Please grant the amount of Budget Slippage from 2019/20 to 2020/21 requested.</b>	£10,000
<b>Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered.</b>	To fund the final element of the CivicaPay system upgrade to ensure Windows 10 compatibility.
<b>By what date would the work or services related to any requested slippage be completed, if it were to be approved.</b>	March 2021, subject to supplier availability to complete the upgrade.

**POLICY AND FINANCE COMMITTEE – CAPITAL PROGRAMME  
OUTTURN 2019/20**

**Request for slippage into 2020/21**

<b>Cost Centre and Scheme Title</b>	COLFT: Lift replacement at Council Offices
<b>Scheme Description</b>	Replacement of the Council Offices lift because the current lift is coming to the end of its useful life, it does not comply with the latest BS standards and is currently unreliable.
<b>Head of Service</b>	Adrian Harper
<b>Year Originally Approved</b>	2018/19
<b>Revised Estimate 2019/20 for the Scheme</b>	£11,360
<b>Actual Expenditure in the Year 2019/20</b>	£8,658
<b>Variance - (Underspend) or Overspend</b>	(£2,702)
<b>Please provide full reasons for the (under) or over spend variance shown above?</b>	The lift contract work was underway and the first stage payment was made in-year as planned. However, there was an underspend in 2019/20 because no building regulations fees or surveyors time charges costs were incurred in-year.

<b>Please grant the amount of Budget Slippage from 2019/20 to 2020/21 requested.</b>	£2,700
<b>Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered.</b>	To fund main contract and other associated works costs on the lift scheme in 2020/21.
<b>By what date would the work or services related to any requested slippage be completed, if it were to be approved.</b>	Summer 2020.

**POLICY AND FINANCE COMMITTEE – CAPITAL PROGRAMME  
OUTTURN 2019/20**

**Request for slippage into 2020/21**

<b>Cost Centre and Scheme Title</b>	CFUPG: Financial system upgrade
<b>Scheme Description</b>	This financial system upgrade scheme will move our financial systems onto the web-based version, to ensure the system has full software supplier support going forwards.
<b>Head of Service</b>	Lawson Oddie
<b>Year Originally Approved</b>	2018/19
<b>Revised Estimate 2019/20 for the Scheme</b>	£14,120
<b>Actual Expenditure in the Year 2019/20</b>	£5,692
<b>Variance - (Underspend) or Overspend</b>	(£8,428)
<b>Please provide full reasons for the (under) or over spend variance shown above?</b>	The scheme is substantially complete at year-end, as the system has been upgraded to the web-based version in 2019/20. However, at year-end some supplier IT consultant input was still required to complete full scheme implementation.

<b>Please grant the amount of Budget Slippage from 2019/20 to 2020/21 requested.</b>	£8,430
<b>Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered.</b>	To fund supplier IT consultant input to complete full scheme implementation.
<b>By what date would the work or services related to any requested slippage be completed, if it were to be approved.</b>	2020/21 financial year.