

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

INFORMATION

meeting date: 26 AUGUST 2021
 title: CAPITAL MONITORING 2021/22
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To report the progress on this Committee's 2021/22 capital programme for the period April to July 2021.

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 2021/22 CAPITAL PROGRAMME BACKGROUND

2.1 One capital scheme for this Committee's 2021/22 original estimate budget, totalling £26,420, was approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2021 and March 2021 respectively. The scheme approved had been moved from the 2020/21 capital programme to the 2021/22 capital programme.

2.2 As a result of the above, the total approved budget for this Committee's capital programme of one scheme is £26,420.

3 CAPITAL MONITORING 2021/22

3.1 The table below summarises the financial position on this Committee's one capital scheme, as at the end of July 2021. Annex 1 shows financial information and budget holder comments to date for the scheme.

| Cost Centre | Scheme | Original Estimate 2021/22 £ | Budget Moved from 2020/21 £ | Total Approved Budget 2021/22 £ | Actual Expenditure including commitments as at end of July 2021 £ | Remaining Budget as at end of July 2021 £ |
|---|--|--------------------------------|--------------------------------|------------------------------------|--|--|
| PLANN | Introduction of Planning Portal Link to the Planning Application System and Planning System Update | 0 | 26,420 | 26,420 | 0 | 26,420 |
| Total Planning and Development Committee | | 0 | 26,420 | 26,420 | 0 | 26,420 |

3.2 The current position on the scheme is as follows:

- The planning portal link has been installed and configured previously. Further work is being undertaken to facilitate integration into the Development Management service.

- The planning system update element of the scheme was previously put on-hold awaiting the outcome of the planned wider process review in the Planning section. That planned wider process review has still not taken place because of the on-going impact of the Covid-19 pandemic. Also, CMT are looking to consider back office systems integration improvements in some service areas including planning and building control. Given this, the planning system update element of this scheme will not be undertaken in 2021/22.

4 CONCLUSION

- 4.1 At the end of July 2021, there had been no spend on the Introduction of Planning Portal Link to the Planning Application System and Planning System Update scheme. The planning system update element of this scheme is on-hold and will not be undertaken in 2021/22.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PD11-21/AC/AC

13 August 2021

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

Planning and Development Committee – Capital Programme 2021/22

Introduction of Planning Portal Link to the Planning Application System and Planning System Update (Budget Moved from 2020/21)

Service Area: Planning Services

Submitted by: John Macholc

Brief Description of the Scheme:

Planning Portal Link - Introduction of a software link and associated hardware to enable a link between the external facing Planning Portal and the back office planning system for processing and inputting of planning applications. All application documents entered into the Planning Portal will be automatically transferred to the Council's Planning system.

Planning System Update – Additional upgrades/modules added to the Planning System to allow:

- Planning documents to be scanned onto the in-house Planning System and then stored and viewed electronically on the Planning system.
- Planning documents available in real time for public access via the internet.

The proposal is to implement these system changes in 2016/17 to allow service improvements to be implemented as soon as possible. This would involve some additional server space being obtained before the new Council-wide ICT infrastructure refresh is implemented in 2017. The system changes are:

- Planning portal integration software and installation.
- Consultant costs to facilitate the M3 to Engage migration.
- Additional server space – likely purchase of a reconditioned server.
- Fast scanner purchase.
- EDRM document management upgrade with consultant input.
- Purchase of public access module.

The Council's Northgate M3 planning system will be migrated across to the Northgate Engage system in the next twelve months and it is proposed to make these changes when the transfer takes place.

Revenue Implications:

| Breakdown | £ |
|---|----------------|
| Supplies and services – <i>Planning portal support costs and EDRM extra licensing costs</i> | 2,300 |
| Total Estimated <u>Annual</u> COSTS | 2,300 |
| Estimated Lifespan | Up to 10 years |
| Total Estimated <u>Lifetime</u> COSTS | 23,000 |

Original Timescale for Completion:

2016/17

Planning and Development Committee – Capital Programme 2021/22

Capital Cost:

| | £ | Actual Expenditure including commitments as at end of July 2021 £ | Remaining Budget as at end of July 2021 £ |
|--------------------------------------|---------------|--|--|
| Original Estimate 2021/22 | 0 | | |
| Budget Moved from 2020/21 | 26,420 | | |
| Total Approved Budget 2021/22 | 26,420 | 0 | 26,420 |
| Actual Expenditure 2016/17 | 0 | | |
| Actual Expenditure 2017/18 | 0 | | |
| Actual Expenditure 2018/19 | 3,775 | | |
| Actual Expenditure 2019/20 | 0 | | |
| Actual Expenditure 2020/21 | 0 | | |
| ANTICIPATED TOTAL SCHEME COST | 30,195 | | |

Progress - Budget Holder Comments

July 2021: The planning portal link has been installed and configured previously. Further work is being undertaken to facilitate integration into the Development Management service.

The planning system update element of the scheme was previously put on-hold awaiting the outcome of the planned wider process review in the Planning section. That planned wider process review has still not taken place because of the on-going impact of the Covid-19 pandemic. Also, CMT are looking to consider back office systems integration improvements in some service areas including planning and building control. Given this, the planning system update element of this scheme will not be undertaken in 2021/22.

November 2020: The planning portal link has been installed and configured previously. The planning system update element of the scheme was previously put on-hold awaiting the outcome of the planned wider process review in the Planning section. That planned wider process review has not taken place yet because of Covid-19 issues since Spring 2020. It is hoped that the wider process review can commence in 2021, Covid-19 permitting. Given this, the planning system update element of this scheme will not be undertaken in 2020/21. It is recommended that the 2020/21 revised estimate for the scheme is reduced to nil and the £26,420 scheme budget is moved to the 2021/22 financial year.

August 2020: The planning portal link has been installed and configured previously. The planning system update element of the scheme was previously put on-hold awaiting the outcome of the planned wider process review in the Planning section. That planned wider process review has not taken place yet because of Covid-19 issues since Spring 2020.

It is hoped that the wider process review can commence in early 2021, Covid-19 permitting. Given this, the planning system update element of this scheme will not be undertaken in 2020/21 and approval will be sought from members to move the remaining scheme budget into 2021/22 when the revised estimate capital programme is presented for approval in January 2021.

November 2019: 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, this scheme will not be completed in-year. It is recommended that the £26,420 budget for this scheme is moved to the 2020/21 financial year and the 2019/20 revised estimate is nil.

Planning and Development Committee – Capital Programme 2021/22

September 2019: 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 forward 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.

July 2019: The computerised system currently used within both the Planning and Building Control services is overdue to be upgraded and the upgrade is needed to facilitate the introduction of the Planning Portal. However, a review of how the upgraded software can be used to improve the efficiency and effectiveness of the service is currently underway. The proposed changes to the processes within the service and associated software costs will be reported to CMT by January 2020 and then to a future meeting of this Committee. 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. Given that, this scheme is now on-hold awaiting the outcome of the review.

March 2019: There has been 2018/19 spend on IT consultant input to complete the Planning Portal Update, prior to installing the Planning Portal Link, and to begin the M3 to Engage migration. Protracted communication with the service provider has led to delay in implementation of an update in the current system which has resulted in a lack of progress.

November 2018: The Head of Planning Services and ICT Manager have agreed to implement the Planning Portal integration into the current version of the system as soon as possible and to then look at migrating the whole system to Assure and completing the planning system update. Some expenditure is expected prior to the end of the financial year, but the scheme will not be completed within the 2018/19 financial year.

September 2018: The Director of Economic Development and Planning, Head of Planning Services and ICT Manager are to meet with the software supplier on 1 November to investigate the functionality that the M3 / Assure system will provide going forward. Based on the outcome of that meeting a decision will be made on how this scheme will be progressed.

July/August 2018: The Local Land Property Gazetteer and Planning integration has now been completed, so the Council's ICT team are in discussions with the software supplier on the approach, timings and revised costings for the Planning Portal Link and Planning System Update work. In addition, the scheme approach will be reviewed by the new Director, together with the Head of Planning and the ICT Manager.

March 2018: Officers are waiting to complete the implementation of the Local Land Property Gazetteer and Planning integration, which is expected to be completed by May 2018, before commencing work on the Planning Portal and Planning System upgrade. The Planning Portal link will be implemented first followed by the Planning / Building Control System upgrade, which are expected to be completed in the financial year 2018/19.

November 2017: The latest position on scheme progress is as follows:

- Full Planning Portal integration is waiting for the integration of the current Planning system and National Land and Property Gazetteer. This integration is in progress and is now at testing stage. Once testing is completed, Planning Portal integration will begin.
- Given that the software supplier has confirmed it will be twelve months before the whole M3 planning system will be migrated over to Assure, ICT and the Head of Planning have agreed to proceed with partial migration and upgrade to Assure once the Planning Portal integration work has been completed. This will allow the Planning department to take advantage of some of the new functionality offered from partial migration.
- We are awaiting the software supplier to confirm the server hardware and software requirements for the updated system. After that, ICT will then provide the additional server space on the new infrastructure, which will provide more resilience to the system and tie in with the Council's current backup and recovery strategy.

Planning and Development Committee – Capital Programme 2021/22

September 2017: The progress of the scheme has been reviewed by the Head of Planning Services and ICT, including an update from the software supplier:

- Full planning portal integration is waiting for ICT and the software supplier to finish implementation of integration of the current Planning system and National Land and Property Gazetteer.
- We are waiting for the software supplier to confirm the server hardware and software requirements for the updated system. After that, ICT will then provide the additional server space on the new infrastructure which will provide more resilience to the system and tie in with the Council's current back up and recovery strategy.
- The software supplier has said it will be 12 months before the whole M3 planning system will be migrated over to Assure. Some partial migration could take place in the interim to take advantage of some of the new functionality offered. The Head of Planning Services and ICT will consider whether we opt for partial integration in the interim or wait for the software supplier to complete the whole migration of their software to the new platform.

Given this, the scheme will not be able to be fully implemented within this financial year.

July 2017: A quote has been received for the planning portal integration software installation element of the scheme and this installation will be planned in shortly. In addition, the corporate ICT infrastructure refresh scheme is now complete, so IT can consider whether the additional server space element of the scheme is still required. However, the planning system software provider has not yet completed writing the scripts for the planning system update from the Engage system to the Assure system. This means that no progress can be made at this stage on the M3 to Engage migration, fast scanner, EDRM document management upgrade and Public Access module elements of the scheme.

March 2017: The planning system software provider has not yet completed writing the scripts for the planning system update from the Engage system to Assure system, so this element of the scheme cannot be completed yet. In addition, the Council is currently installing new and increased server capacity as part of a corporate ICT infrastructure refresh scheme, which may or may not negate the purchase of additional server space planned for this scheme. Officers have therefore decided not to implement all elements of this scheme until the ICT infrastructure refresh scheme is completed and the software provider has written the planning system update scripts.

November 2016: No spend on the scheme. Officers are still waiting confirmation from the software supplier of when the initial on-site assessment for the scheme will be carried out. A scheme implementation timeline will be agreed following this assessment. At this stage, the aim is still to complete the scheme by the end of the financial year, but this is dependent on the availability of software supplier consultant input.

September 2016: Awaiting confirmation from the software supplier of when the initial on-site assessment for the scheme will be carried out. A scheme implementation timeline will be agreed following this assessment. At this stage, the aim is to complete the scheme by the end of the financial year, but this is dependent on the availability of software supplier consultant input.

August 2016: The scheme implementation and procurement plan is to be worked up between Planning and ICT. At this stage, the aim is to complete the scheme by the end of the financial year.