

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

meeting date: 14 SEPTEMBER 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 to the end of 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 Four capital schemes for this Committee’s original estimate budget, totalling £105,510, were approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2021 and March 2021 respectively. All four scheme budgets had been moved from the 2020/21 capital programme to the 2021/22 capital programme.

2.2 In addition to the original estimate budget above, four capital schemes were not completed by 31 March 2021 and had unspent budget available at that date. The total unspent budget of £34,280 on those schemes, known as slippage, has been moved into the 2021/22 capital programme budget, after approval by this Committee in June 2021.

2.3 As a result of the above, the total approved budget for this Committee’s capital programme of seven schemes is £139,790. This is shown at Annex 1.

## 3 CAPITAL MONITORING 2021/22

3.1 The table below summarises this Committee’s capital programme budget, expenditure to date and remaining budget, as at the end of July 2021. Annex 1 shows the full capital programme by scheme. Annex 2 shows scheme details, financial information and budget holder comments to date for each scheme.

Original Estimate 2021/22 £	Budget Moved from 2020/21 £	Slippage from 2020/21 £	Additional Approvals 2021/22 £	Total Approved Budget 2021/22 £	Actual Expenditure including commitments as at end of July 2021 £	Remaining Budget as at end of July 2021 £
<b>0</b>	<b>105,510</b>	<b>34,280</b>	<b>0</b>	<b>139,790</b>	<b>11,675</b>	<b>128,115</b>

3.2 At the end of July 2021 £11,675 had been spent or committed. This is 8.4% of the total approved capital programme budget for this Committee.

3.3 Progress on the seven schemes at the end of July 2021, is as follows:

- Two schemes are currently on-track to be completed in-year.
- One scheme will not be completed in-year.
- It is unclear whether four of the schemes will be completed in-year.

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

- **Dewhurst Road, Langho - Resurfacing Works (£67,975):** The pre-tender works were in progress at the end of July and are now close to completion, but additional budget is likely to be required to fund this element of the scheme. The final pre-tender costs and funding of the additional budget are still to be confirmed. The main contract works will be specified and put out to tender after completion of the pre-tender works, but at this stage it is unclear whether the scheme will be completed in-year.
- **Network Infrastructure (£30,000):** There has been no progress on the scheme due to resources being diverted to other projects/work that had been pushed back due to the COVID-19 pandemic. We will be engaging with suppliers soon but do not expect the scheme to be complete this financial year.
- **Committee Administration IT System (£7,600):** The budget moved from 2020/21 was set aside to fund any IT hardware purchases required to support the use of the system (possibly some laptops). The Head of Legal and Democratic Services wants the system to be used for face-to-face meetings in the Council chamber for a full year before deciding whether any IT hardware is required. Also, there is the possibility that this remaining funding could contribute to the replacement laptop scheme for members, which is reported elsewhere on this agenda.
- **Re-design of Corporate Website (£12,000):** Work is currently on-going. Based on the current project plan it is currently expected that the re-design will be completed by December 2021.
- **Financial System Upgrade (£8,430):** Discussions are still on-going with the software company re the further enhancements to the financial system in order to improve efficiency, usability and compliance with accessibility requirements. Progress has been partly delayed due to Covid-19. These enhancements will impact on the revenue budget and so will be subject to further discussion at management team before this can be progressed to the next stages.

#### 4 CONCLUSION

4.1 At the end of July 2021 £11,675 had been spent or committed. This is 8.4% of the total approved capital programme budget for this Committee.

4.2 Of the seven schemes in the capital programme at the end of July 2021, two schemes are currently on-track to be completed in-year, one scheme will not be completed in-year and it is unclear whether four of the schemes will be completed in-year.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF58-21/AC/AC  
6 SEPTEMBER 2021

## Policy and Finance Committee - Capital Programme 2021/22

Cost Centre	Scheme	Original Estimate 2021/22 £	Budget Moved from 2020/21 £	Slippage from 2020/21 £	Additional Approvals 2021/22 £	Total Approved Budget 2021/22 £	Actual Expenditure including commitments as at end of July 2021 £	Remaining Budget as at end of July 2021 £
DHRST	Dewhurst Road, Langho - Resurfacing Works		65,800	3,850		<b>69,650</b>	<b>1,675</b>	67,975
NTWRK	Network Infrastructure		30,000			<b>30,000</b>	<b>0</b>	30,000
COLFT	Lift replacement at Council Offices		2,110			<b>2,110</b>	<b>0</b>	2,110
COADM	Committee Administration IT System		7,600			<b>7,600</b>	<b>0</b>	7,600
COWEB	Re-design of Corporate Website			12,000		<b>12,000</b>	<b>0</b>	12,000
REPPC	Replacement PCs			10,000		<b>10,000</b>	<b>10,000</b>	0
CFUPG	Financial system upgrade			8,430		<b>8,430</b>	<b>0</b>	8,430
<b>Total Policy and Finance Committee</b>		<b>0</b>	<b>105,510</b>	<b>34,280</b>	<b>0</b>	<b>139,790</b>	<b>11,675</b>	<b>128,115</b>

## Policy and Finance Committee – Capital Programme 2021/22

### Dewhurst Road, Langho – Resurfacing Works (Budget Moved from 2020/21 and Slippage from 2020/21)

Service Area: Estates

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

The Council are responsible for the maintenance of the majority of Dewhurst Road, Langho. This resurfacing scheme was included in the capital programme because the road was subject to regular costly repairs. These repairs provided a low cost, temporary solution but it is envisaged that the condition of the road will continue to deteriorate, affecting its usability and potentially resulting in claims for damage incurred.

#### Revenue Implications:

Reduced repairs to surface defects (at least once every 2 years), -£500.

#### Timescale for Completion:

4 weeks.

#### 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	65,800		
Slippage from 2020/21	3,850		
<b>Total Approved Budget 2021/22</b>	<b>69,650</b>	<b>1,675</b>	<b>67,975</b>
Actual Expenditure 2020/21	6,250		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>75,900</b>		

#### Progress – Budget Holder Comments:

**July 2021:** The pre-tender works were in progress at the end of July and are now close to completion, but additional budget is likely to be required to fund this element of the scheme. The final pre-tender costs and funding of the additional budget are still to be confirmed. The main contract works will be specified and put out to tender after completion of the pre-tender works, but at this stage it is unclear whether the scheme will be completed in-year.

**March 2021:** Initial pre-tender works were completed in-year, totalling £6,250. The second stage of pre-tender works received approval in mid-February 2021, but works by third parties needed to be completed before placing orders with specialist contractors to complete the investigation works. Slippage of £3,850 into 2021/22 is requested to cover the cost of the remaining pre-tender investigation works, now that the works by third parties have been completed.

**Policy and Finance Committee – Capital Programme 2021/22**

**December 2020:** As reported to this Committee in November 2020, the main resurfacing works tender specification will be drawn up after additional pre-tender works are completed on the site to enable the site to be clear from flooding for the main resurfacing works to take place. The current aim is for the additional pre-tender works to be completed in 2020/21. These pre-tender works were not included in the original capital scheme budget because officers were not aware of the flooding and drainage issues when the initial scheme budget was set in 2017. The latest estimate for the additional pre-tender works at this stage is £10,100, which will increase the overall scheme cost to £75,900. However, there is always the risk of further unexpected costs when drainage and culvert works are undertaken. Also, some of the additional pre-tender works costs may be recovered from other landowners/leaseholders, but this is still to be confirmed. The main resurfacing contract works will not now take place in 2020/21 and will be moved back to 2021/22, due to waiting on the additional pre-tender works and the timescales involved in the specification and tender process.

Given the above, it is recommended that the overall scheme budget is increased by £10,100 to £75,900, that the 2020/21 revised estimate for the scheme is reduced to £10,100 and that £65,800 of the scheme budget is moved to the 2021/22 financial year.

**September 2020:** The tender specification will be drawn up after additional pre-tender works are completed on the site to enable the site to be clear from flooding for the main resurfacing works to take place. The additional pre-tender works of £6,000, which will be undertaken in-year, were not included in the original capital scheme specification, so Policy and Finance Committee will be asked to approve the additional budget when the revised estimate capital programme is presented for approval in January 2021.

The main resurfacing works will not now take place in 2020/21, due to waiting on the pre-tender works and the timescales involved in the specification and tender process, so the original scheme budget of £65,800 will be moved to 2021/22 when the revised estimate capital programme is presented for approval in January 2021.

## Policy and Finance Committee – Capital Programme 2021/22

### Network Infrastructure (Budget Moved from 2020/21)

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.

#### 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.

#### 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	30,000		
<b>Total Approved Budget 2021/22</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>
Actual Expenditure 2020/21	0		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>30,000</b>		

#### Progress – Budget Holder Comments:

**July 2021:** There has been no progress on the scheme due to resources being diverted to other projects/work that had been pushed back due to the COVID-19 pandemic. We will be engaging with suppliers soon but do not expect the scheme to be complete this financial year.

**December 2020:** As reported to this Committee in November 2020, there has been no progress to date on this scheme because ICT staff resources have been focussed on supporting the Council's Covid-19 response and new ways of working since the end of March 2020. Therefore, the scheme will not take place in 2020/21. It is recommended that the 2020/21 revised estimate for the scheme is reduced to nil and the £30,000 scheme budget is moved to the 2021/22 financial year.

**Policy and Finance Committee – Capital Programme 2021/22**

**September 2020:** There has been no progress to date on this scheme because ICT staff resources have been focussed on supporting the Council's Covid-19 response and new ways of working since the end of March 2020. At this stage, it is expected that the scheme will not be completed in 2020/21 and will be moved to 2021/22. Approval will be sought from members to move the scheme budget into 2021/22 when the revised estimate capital programme is presented for approval in January 2021.

## Policy and Finance Committee – Capital Programme 2021/22

### Lift Replacement at Council Offices

*(Budget Moved from 2020/21)*

Service Area: Council Offices

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

The council offices lift is the only accessible entrance to the council offices. The exact age of the lift itself is unidentified. The gear box that controls the lift is 38 years old so it can be assumed that the lift has been in situ since 1979. The lift is coming to the end of its economic life. In 2013 essential repair works to the lift were undertaken to keep the lift in operation; the total cost of this was £5,170. These works entailed replacement of the lift ropes and repairs to the drive sheave. It is generally thought that a reasonable operating life cycle for a lift would be 20-25 years although this expectation is dependent on usage and the environment in which the lift has been installed. The design life of a lift can and has been extended with routine servicing and by using replacement parts of the correct compatibility. The older a lift becomes sourcing original parts becomes increasingly difficult as they are no longer manufactured. As the legislation changes modifications are required to improve/meet compliance. The current standards in force for new lift installations are the BS EN81 series. To ensure the increased safety of existing lifts BS EN81-80 contains the rules for improvement of existing lift installations. Any existing lift installation should be assessed to this standard to ensure it meets the highest level of safety. The lift at the council offices does not comply with BS EN81-80. However, currently there is no legal obligation to comply.

The lift requires replacement because it is coming to the end of its economic life, does not comply with the latest BS standards and is currently unreliable.

#### Revenue Implications:

None.

#### Timescale for Completion:

Spring 2018: Out to tender. Summer 2018: Install new lift.

#### 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	2,110		
<b>Total Approved Budget 2021/22</b>	<b>2,110</b>	<b>0</b>	<b>2,110</b>
Actual Expenditure 2020/21	75,022		
Actual Expenditure 2019/20	8,658		
Actual Expenditure 2018/19	2,950		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>88,740</b>		



## Policy and Finance Committee – Capital Programme 2021/22

### Progress – Budget Holder Comments:

**July 2021:** The budget moved from 2020/21 is to fund the final retention payment of £2,103 on the main contract. This is expected to be paid by September 2021.

**December 2020:** The main contract works are complete and all amounts due in 2020/21 have been paid, totalling £75,022. The actual scheme costs were £6,408 lower than budgeted for in 2020/21 for two reasons:

- Actual non-contract costs were £4,305 lower than budgeted for mainly due to less surveyors input, technical input, building regulations fees and temporary stairlift costs than initially planned for.
- The final retention payment of £2,103 on the main contract is still to be paid. This is not due until twelve months after practical completion, which will be summer 2021.

Given the above, it is recommended that the 2020/21 revised estimate for the scheme is reduced to £75,030 and £2,110 of the scheme budget is moved to the 2021/22 financial year.

**September 2020:** The main contract works are complete and all amounts due to date have been paid. The final retention payment of £2,103 on the main contract is not due until twelve months after practical completion, which will be summer 2021. At this stage, the only other work expected on the scheme is for the fitting of a hand rail in Autumn 2020. Financial completion of the scheme will take place in summer 2021 when the final retention payment will be made. Therefore, £2,110 of budget to fund this payment will be moved into 2021/22 when the revised estimate capital programme is approved in January 2021.

**March 2020:** 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.

**December 2019:** The latest estimate for the full scheme costs is £93,040, with £90,090 of this being the budget required for 2019/20, 2020/21 and 2021/22. This is an estimated increase of £700 from the updated budget approved by this Committee in September 2019, due to higher estimated building regulations and expert consultant costs. This Committee is requested to approve the additional budget of £700 on this scheme. If approved, the additional budget can be funded from the Capital earmarked reserve.

Secondly, as reported to this Committee in November 2019, the main works on this scheme will now start in March 2020, with completion planned in June 2020. At this stage, it is estimated that £11,360 will be spent on the scheme before the end of this financial year. The remainder of the budget will be spent in 2020/21, save for the main contract retention payment, based on 2.5% of the final contract costs, which cannot be paid until twelve months after the completion of the main work on the contract.

If the £700 additional budget is approved, it is recommended that the 2019/20 revised estimate for the scheme is set at £11,360 and that £78,730 budget is moved to the 2020/21 and 2021/22 financial years.

**September 2019:** 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.

**July 2019:** The main contract work was out to tender at the end of July 2019. The contract has now been let with a start date expected for early 2020. Given the nine-week estimate for completion of works, it is hoped that the main contract work will be completed by March 2020, but this is dependent on the actual start date agreed and delivery of works without delay.

**Policy and Finance Committee – Capital Programme 2021/22**

Whatever happens with the timing of the works, the scheme will not be financially complete at the end of 2019/20, as the main contract retention payment, based on 5% of the final contract costs, cannot be paid until twelve months after the completion of the main work on the contract. The latest estimate of this retention amount is £4,280.

The scheme budget has been re-assessed, now that the main contract has been let. The latest estimate for the full scheme costs is £92,340, with £89,390 of this being the budget required for 2019/20 and 2020/21. The increase of £5,340 from the original budget is due to higher main contract works costs than planned (new regulations require a top drive lift, which has increased beam and loft costs) and expert consultant costs not included in the original budget. This latest estimate does not include any increase for further unforeseen costs.

This Committee is requested to approve the additional budget of £5,340 on this scheme, which can be funded from the Capital earmarked reserve.

**December 2018:** The work specification needs to be completed before the scheme is put out to tender. The work specification is expected to be completed in 2018/19 at an estimated cost of £2,950. However, the time then required for the tendering and contractor selection means that no spend will take place on the main contract work before the end of 2018/19. Thus, it is recommended that the revised estimate budget is reduced to £2,950 and the remaining budget of £84,050 is moved to the 2019/20 financial year.

**September/October 2018:** No change to August 2018 comments.

**August 2018:** The design and build specification needs to be finalised before the scheme is put out to tender. The time required for the tender, design and build stages means that the scheme will not be completed within the 2018/19 financial year. Slippage into 2019/20 will be requested for any unspent budget at year-end.

## Policy and Finance Committee – Capital Programme 2021/22

### Committee Administration IT System (Budget Moved from 2020/21)

Service Area: Legal and Democratic Services

Submitted by: Mair Hill

#### Brief Description of the Scheme:

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, £3,100.

Year 2 onwards: Annual support and maintenance and Restricted App annual costs, £10,300.

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

#### Timescale for Completion:

2019/20.

#### 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	7,600		
<b>Total Approved Budget 2021/22</b>	<b>7,600</b>	<b>0</b>	<b>7,600</b>
Actual Expenditure 2020/21	4,750		
Actual Expenditure 2019/20	7,750		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>20,100</b>		

**Policy and Finance Committee – Capital Programme 2021/22****Progress – Budget Holder Comments:**

**July 2021:** The budget moved from 2020/21 was set aside to fund any IT hardware purchases required to support the use of the system (possibly some laptops). The Head of Legal and Democratic Services wants the system to be used for face-to-face meetings in the Council chamber for a full year before deciding whether any IT hardware is required. Also, there is the possibility that this remaining funding could contribute to the replacement laptop scheme for members, which is reported elsewhere on this agenda.

**December 2020:** The implementation of the ModGov system software was completed in December 2020 and the final acceptance payment of £4,750 is expected to be made in early 2021. The outstanding budget of £7,600 relates to IT hardware purchases and the hardware requirements needed to support the use of the system (possibly some laptops) will be considered in 2021 now the system software is up and running. Therefore, any IT hardware purchases, if required, will not be undertaken in 2020/21. Given the above, it is recommended that the 2020/21 revised estimate for the scheme is reduced to £4,750 and £7,600 of the scheme budget is moved to the 2021/22 financial year.

**September 2020:** The implementation of the ModGov system is expected to be complete by January 2021 and that will trigger the final payment for the system software. The outstanding budget of £7,600 relates to IT hardware purchases and the requirements needed to support the use of the system (possibly some laptops) will be considered once the system software is up and running in 2021. Given this, the IT hardware purchases 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.

**March 2020:** 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.

**December 2019:** Mod Gov system installation and training has been ordered. The system is to be installed in January 2020. Full implementation of the system, including training, and purchase of associated hardware is planned to be completed by March 2020.

**September 2019:** 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.

**July 2019:** An initial meeting has been held with the proposed supplier and a formal quote received. A report on the suggested solution and proposed supplier is included elsewhere on this meeting's agenda. If that suggested solution is approved by this Committee, then officers aim to complete the system and hardware implementation by March 2020, to allow use of the new Committee Administration system from the beginning of the new municipal year in May 2020.

## Policy and Finance Committee – Capital Programme 2021/22

### Re-design of Corporate Website (Slippage from 2020/21)

Service Area: IT Services

Submitted by: Lawson Oddie

#### Brief Description of the Scheme:

The last major re-design of the corporate website took place in 2014, by 2019/20 the current site will be 5 years old and website styling, best practice and functionality will have moved on greatly since 2014.

The current site will be showing its age, and be less engaging to members of the public.

#### Revenue Implications:

None above the existing budgeted revenue charges.

#### Timescale for Completion:

5 months based on the previous re-design.

#### 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		
Slippage from 2020/21	12,000		
<b>Total Approved Budget 2021/22</b>	<b>12,000</b>	<b>0</b>	<b>12,000</b>
Actual Expenditure 2020/21	18,000		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>30,000</b>		

#### Progress – Budget Holder Comments:

**July 2021:** Work is currently on-going. Based on the current project plan it is currently expected that the re-design will be completed by December 2021.

**March 2021:** The scheme was not completed in-year and there was an underspend because IT resources were re-directed to support the Council's response to the COVID-19 pandemic and an experienced member of the IT team left the organisation in-year. Slippage of £12,000 into 2021/22 is requested to complete the re-design work.

**December 2020:** The website refresh work is in progress and officers are working with the current website provider on evaluating website designs and layouts and undertaking accessibility legislation compliance work. At this stage, it is expected that the refresh will be completed before financial year-end and within the budget set.

**September 2020:** The website refresh work is in progress and officers are currently working with the current website provider on evaluating website designs and layouts and undertaking accessibility legislation compliance work. At this stage, it is expected that the refresh will be completed before financial year-end and within the budget set.

**Policy and Finance Committee – Capital Programme 2021/22**

**December 2019:** The scheme has been delayed due to the wider implications of recent accessibility regulations which will affect the redesign of the main corporate website, and also have potential implications for other satellite Council websites. The full impact of the requirements under these regulations will be subject to discussions with CMT over the coming weeks. Therefore, it will not be possible to complete this work within the current financial year.

It is recommended that the 2019/20 revised estimate for the scheme is set at nil and that this scheme and its budget of £30,000 is moved to the 2020/21 financial year.

**September 2019:** 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.

**July 2019:** Officers are currently in discussions with suppliers and quotes have been received, including an option to move to an alternative supplier. A suggested way forward will be reported to CMT by October 2019. The planned completion date for the scheme will be known once the preferred solution has been agreed with CMT and the timescale then agreed with the chosen supplier. Therefore, there is a possibility that the scheme may not be fully completed by year-end.

## Policy and Finance Committee – Capital Programme 2021/22

### Replacement PCs

*(Slippage from 2020/21)*

Service Area: IT Services

Submitted by: Lawson Oddie

#### Brief Description of the Scheme:

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.

#### Revenue Implications:

None identified.

#### Timescale for Completion:

Required to be in place by January 2020.

#### 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		
Slippage from 2020/21	10,000		
<b>Total Approved Budget 2021/22</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>
Actual Expenditure 2020/21	0		
Actual Expenditure 2019/20	64,597		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>74,597</b>		

#### Progress – Budget Holder Comments:

**July 2021:** The upgrade is further delayed and we are currently awaiting further information from the supplier as to when the upgrade will be completed. Given this, it is unclear whether this scheme will be completed before financial year-end.

**March 2021:** The final work on this scheme is the CivicaPay system upgrade to ensure Windows 10 compatibility. The work has been requested from the supplier, but the supplier is still to schedule in a date to complete the upgrade work. Slippage of £10,000 into 2021/22 is requested to fund the CivicaPay system upgrade work.

**Policy and Finance Committee – Capital Programme 2021/22**

**December 2020:** No change from September 2020.

**September 2020:** The final work on this scheme is the CivicaPay system upgrade to ensure Windows 10 compatibility. The work is ordered but the supplier is still to schedule in a date to complete the upgrade work. At this stage, it is hoped that the work will be completed within this financial year, but this is dependent on supplier availability and any Covid-19 impact issues.

**March 2020:** 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.

**December 2019:** The replacement PCs work is already substantially complete and will be fully complete in-year. With regard to the IT systems updates to ensure Windows compatibility, the Civica APP and Addtime upgrades are complete, the CivicaPay upgrade is partially complete and the Northgate Planning system upgrade has not yet started. At this stage, it is planned for the CivicaPay and Northgate Planning upgrades to be completed by March 2020, but this is dependent on the availability of IT supplier consultant input before the end of March 2020.

**September 2019:** 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.

**July 2019:** Officers are currently looking to progress the purchase of replacement PCs and organise short training sessions on Windows 10 and Office 2019 prior to roll out. Aiming for PCs to be purchased and operational by the end of January 2020.



## Policy and Finance Committee – Capital Programme 2021/22

### Financial system upgrade (Slippage from 2020/21)

Service Area: Financial Services

Submitted by: Lawson Oddie

#### Brief Description of the Scheme:

We were made aware towards the end of 2017 by the software supplier of our financial systems that the rich client version that we currently use is to be withdrawn from mid-2018 and that we will be forced to move to the web-based version.

As a result, a financial system upgrade capital scheme is required for the 2018/19 financial year.

#### Revenue Implications:

There will be an increase to our annual maintenance and support charge of £2,800. The current annual charge is £18,679.

#### Timescale for Completion:

We have been told that the very latest date that could be permitted for a move to the web-version of the software in 'live' would be December 2018. We will look to undertake the implementation after the audit of the Statement of Accounts for 2017/18 - therefore between August and December 2018. Any interim work that could be undertaken without impacting on the closedown process and audit will be undertaken earlier where possible.

#### 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		
Slippage from 2020/21	8,430		
<b>Total Approved Budget 2021/22</b>	<b>8,430</b>	<b>0</b>	<b>8,430</b>
Actual Expenditure 2020/21	0		
Actual Expenditure 2019/20	5,692		
Actual Expenditure 2018/19	32,330		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>46,452</b>		

#### Progress - Budget Holder Comments

**July 2021:** Discussions are still on-going with the software company re the further enhancements to the financial system in order to improve efficiency, usability and compliance with accessibility requirements. Progress has been partly delayed due to Covid-19. These enhancements will impact on the revenue budget and so will be subject to further discussion at management team before this can be progressed to the next stages.

**Policy and Finance Committee – Capital Programme 2021/22**

**March 2021:** There have been discussions in-year with the software company regarding further enhancements to the financial system in order to improve efficiency, usability and compliance with accessibility requirements. These discussions are still ongoing with the software company. Progress has been partly delayed due to Covid-19. Also, elements will also eventually need discussion at management team to consider other additional revenue budget implications. Slippage of £8,430 into 2021/22 is requested to fund the further enhancements to the financial system if agreed by management team.

**December 2020:** No change from September 2020.

**September 2020:** The main upgrade is substantially complete because the system was upgraded to the web-based version in 2019/20. However, some supplier IT consultant input is still required to complete full scheme implementation. At this stage, it is expected that the further consultant input will be completed before financial year-end.

**March 2020:** 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.

**September 2019:** Both versions of the software have been fully upgraded and training completed for finance staff. Other staff will now gradually be moved over to using the Web version of the software.

**July 2019:** The software upgrade has been completed. Training is to be undertaken at the end of September 2019, with Go Live completion planned for October 2019.

**March 2019:** A significant amount of work has been completed on the scheme, namely purchase of the software required and initial upgrade and migration work in the test environment. There have been some delays which mean that final testing and the final live upgrade to the web-based version will now be completed in 2019/20. Slippage of £14,120 into the 2019/20 financial year is needed to cover the costs of final testing and the final upgrade to the web-based version of our financial systems.

**September/October 2018:** The initial upgrade and migration work has been completed in the test environment. Testing is almost complete on the Rich Client version. Once this has been tested and rolled out to users, work will be finalised on moving over to the latest web version of the system, with further consultancy from the software company and testing before go-live. There have been some delays on testing which is likely to push completion to January/February 2019.

**August 2018:** The upgrade software has been paid for. The IT consultancy input for the web upgrade and conversion part of the scheme, which is required to complete the scheme, will be scheduled in within this financial year.