

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

meeting date: 18 JANUARY 2022
title: REVISED CAPITAL PROGRAMME 2021/22
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To approve the 2021/22 revised estimate for this Committee's capital programme.

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 needs.
- 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, the following budget changes have been made so far in 2021/22:

- 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.
- One additional capital scheme with a budget of £40,000 was approved by this Committee in September 2021.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of eight schemes is £179,790. This is shown at Annex 1.

3 REVISING THE 2021/22 CAPITAL PROGRAMME

3.1 We have now discussed each of the schemes in the capital programme with budget holders and revised the programme to reflect their progress and estimated full year expenditure. Following this review, the proposed revised estimate is £70,910 for five schemes, which is a reduction of £108,880 from the total approved capital budget. The reasons for this are as follows:

- **Dewhurst Road, Langho – Resurfacing Works (Decrease of £62,850):** Following the completion of the pre-tender works, there has been less progress than previously planned on specifying the main contract works required and this has been exacerbated by the recent vacancy in the post of Engineering Services Manager. It is expected that the main contract works will now take place in 2022/23, but there may be some survey

design expenditure before 2021/22 year-end to support the main contract works tender specification.

Given the above, it is proposed that the 2021/22 revised estimate is reduced to £6,800 to cover the completed pre-tender works and anticipated survey design costs and that the remainder of the scheme budget, £62,850, is moved to 2022/23.

- **Network Infrastructure (Decrease of £30,000):** No progress has been able to be made on this scheme since the update in September due to other pressures on the ICT service. This has since been exacerbated by the recent vacancy in the post of ICT Infrastructure Officer and the re-introduction of home working. The ICT Infrastructure Officer's post has now been filled and we expect to engage with suppliers in relation to this scheme in the next month or so. We do not expect the scheme to be complete this financial year.

Given the above, it is proposed that the 2021/22 revised estimate is reduced to nil and the £30,000 scheme budget is moved to 2022/23.

- **Committee Administration IT System (Decrease of £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. Given this, it is proposed that the 2021/22 revised estimate is reduced to nil and the £7,600 scheme budget is moved to 2022/23.

- **Financial system upgrade (Decrease of £8,430):** Options continue to be appraised for further enhancement of the system. There will be some trialling of options to assess workability over the coming months, but some further enhancements, which may incur a cost, could be needed subject to the outcome of these trials. As such we continue to be in discussions with the software company, but any further spend would be unlikely to be needed until the 2022/23 financial year.

Given the above, it is proposed that the 2021/22 revised estimate is reduced to nil and the £8,430 scheme budget is moved to 2022/23.

3.2 Annex 1 shows the full capital programme by scheme, including the budget and expenditure to date. The summary position is shown below.

Original Estimate 2021/22 £	Budget Moved from 2020/21 £	Slippage from 2020/21 £	Additional Approvals 2021/22 £	Total Approved Budget 2021/22 £	Revised Estimate 2021/22 £	Budget Moved to 2022/23 £	Actual Expenditure including commitments as at end of December 2021 £
0	105,510	34,280	40,000	179,790	70,910	108,880	19,450

3.3 At the end of December 2021 £19,450 had been spent or committed. This is 27.4% of the revised capital programme budget for this Committee.

3.4 Of the five schemes in this Committee's revised estimate capital programme, one scheme is complete, two schemes are expected to be completed in-year and there is the possibility but no certainty that spend on the other two schemes (Dewhurst Road, Langho – Resurfacing Works survey design costs and Replacement PCs CivicaPay upgrade) will be completed in-year.

3.5 Progress on the schemes with the largest remaining 2021/22 budgets is as follows:

- **Re-design of Corporate Website (£12,000):** Work is currently on-going. We cancelled the original go-live date due to technical issues that we encountered with the new site. We hope to go-live early to mid-February 2022 dependent on the supplier's technical staff availability.
- **Replacement IT Equipment for Councillors (£38,436):** Spend to date relates to IT equipment purchased for councillors to trial. The preferred IT equipment has been chosen and an order has been placed for the remaining hardware. The replacement IT equipment will be purchased in-year.

4 RISK ASSESSMENT

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

- Resources – Approval of the revised capital programme will see a decrease of £108,880 in the overall level of financing resources needed in 2021/22 and £108,880 of capital financing resources will be moved into 2022/23.
- 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.

5 CONCLUSION

5.1 The proposed revised estimate for this Committee's 2021/22 capital programme is £70,910 for five schemes, which is a reduction of £108,880 from the previously approved capital budget.

5.2 It is recommended that budgets on four schemes, totalling £108,880, are moved to the 2022/23 financial year.

5.3 At the end of December 2021 £19,450 had been spent or committed. This is 27.4% of the revised capital programme budget for this Committee.

5.4 Of the five schemes in this Committee's revised estimate capital programme, one scheme is complete, two schemes are expected to be completed in-year and there is the possibility but no certainty that spend on the other two schemes will be completed in-year.

6 RECOMMENDED THAT COMMITTEE

6.1 Approve the 2021/22 revised estimate of £70,910 for this Committee's capital programme, as set out in Annex 1.

6.2 Approve the transfer of the following capital budgets from 2021/22 to 2022/23:

- Dewhurst Road, Langho – Resurfacing Works, £62,850.
- Network Infrastructure, £30,000.
- Committee Administration IT System, £7,600.
- Financial system upgrade, £8,430.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF4-22/AC/AC
7 January 2022

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

POLICY AND FINANCE COMMITTEE – REVISED 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 £	Revised Estimate 2021/22 £	Budget Moved to 2022/23 £	Actual Expenditure including commitments as at end of December 2021 £
DHRST	Dewhurst Road, Langho - Resurfacing Works	0	65,800	3,850	0	69,650	6,800	62,850	5,784
NTWRK	Network Infrastructure	0	30,000	0	0	30,000	0	30,000	0
COLFT	Lift replacement at Council Offices	0	2,110	0	0	2,110	2,110	0	2,102
COADM	Committee Administration IT System	0	7,600	0	0	7,600	0	7,600	0
COWEB	Re-design of Corporate Website	0	0	12,000	0	12,000	12,000	0	0
REPPC	Replacement PCs	0	0	10,000	0	10,000	10,000	0	10,000
CFUPG	Financial system upgrade	0	0	8,430	0	8,430	0	8,430	0
ITEQC	Replacement IT Equipment for Councillors	0	0	0	40,000	40,000	40,000	0	1,564
Total Policy and Finance Committee		0	105,510	34,280	40,000	179,790	70,910	108,880	19,450