

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

meeting date: 18 JANUARY 2022  
title: CAPITAL PROGRAMME REVIEW AND NEW BIDS  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

## 1 PURPOSE

- 1.1 To ask Committee to consider the future capital programme for this Committee following a review of the existing capital programme and the submission of new scheme bids. The details within this report cover the period 2022/23 to 2026/27.

## 2 BACKGROUND

- 2.1 This report will review the schemes that were approved in to the capital programme in March 2021, for the financial years 2022/23 to 2024/25. Also, new bids received from Heads of Service covering 2025/26 and 2026/27 are presented for consideration. No bids have previously been requested for 2025/26 or 2026/27.
- 2.2 In the same manner as previous years, all Heads of Service were asked to submit new capital bids. Capital bids from other sources, such as Directors and Committees, have also been considered where appropriate.

## 3 REVIEW OF THE CAPITAL PROGRAMME 2022/23 TO 2024/25

- 3.1 For this Committee there were originally 8 schemes approved for the financial years 2022/23 to 2024/25, totalling £432,880. Review of the schemes by Heads of Service identified no proposed amendments to the previously approved schemes in the 2022/23 to 2024/25 capital programme.
- 3.2 The table below summarises the currently approved 2022/23 to 2024/25 capital programme for this Committee following the above review. The schemes in the currently approved 2022/23 to 2024/25 capital programme are shown in Annex 1.

	2022/23	2023/24	2024/25	TOTAL
	£	£	£	£
<b>Currently Approved Capital Programme for Policy and Finance Committee (Annex 1)</b>	<b>226,600</b>	<b>118,200</b>	<b>88,080</b>	<b>432,880</b>

## 4 NEW CAPITAL BIDS FOR 2025/26 AND 2026/27

- 4.1 Heads of Service were also asked to put forward new bids for 2025/26 and 2026/27. For this Committee, 6 new bids have been submitted covering 2025/26 and 2026/27, totalling £415,100. There is 1 joint bid from the Legal, Planning and Environmental Health departments for Software Upgrade for Regulatory Services (CAPPOL05). The bid is presented to this Committee because it was submitted by the Head of Legal and Democratic Services on behalf of all the services involved.
- 4.2 A summary listing of the 2025/26 and 2026/27 new scheme bids is shown in Annex 2 and detailed information for each new scheme bid is shown in Annex 3.

4.3 This Committee should therefore consider the new scheme bids. Members are also asked to put forward any capital bid suggestions and amendments that they may wish to make at this stage.

4.4 Please note that other committees will be receiving similar reports for new scheme bids. **Bids from all committees will finally be considered alongside each other by the Budget Working Group and a future meeting of Policy and Finance Committee.**

4.5 Members will see that for 3 of this Committee’s bids, requests have been made for the scheme bids to be brought forward to earlier years. These requests will be considered by Budget Working Group and Policy and Finance Committee as part of the review of bids from all committees.

5 APPROVED SCHEMES AND NEW CAPITAL PROGRAMME BIDS - 2022/23 TO 2026/27

5.1 The table below provides a summary of the financial impact of the currently approved capital programme schemes and the new bids that have been received from Heads of Service for 2025/26 and 2026/27, **if all bids were to be approved.**

2022/23 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £	TOTAL £
226,600	118,200	88,080	372,800	42,300	<b>847,980</b>

6 EXTERNAL FUNDING

6.1 No external funding has been identified to help finance the new bids put forward for 2025/26 and 2026/27.

7 ADDITIONAL REVENUE COSTS AND POTENTIAL REVENUE SAVINGS

7.1 Some of the new schemes put forward for 2025/26 and 2026/27 include details of additional net revenue costs or potential net revenue savings. In considering the scheme bids, members should be mindful of the revenue impacts that the new bids would commit the Council to.

8 RISK ASSESSMENT

- 8.1 The approval of this report may have the following implications:
- Resources – The **new bids** that have been submitted for this Committee would increase the capital programme by £415,100. This would require additional funding of £415,100 because no external funding has been identified to help finance the new bids.
  - 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.

9 CONCLUSION

9.1 There are currently 8 schemes in the currently approved capital programme for this Committee for the period 2022/23 to 2024/25, totalling £432,880.

9.2 There are 6 new capital scheme bids for 2025/26 and 2026/27, totalling £415,100.

10 RECOMMENDED THAT COMMITTEE

10.1 Confirm the schemes in the currently approved Capital Programme.

10.2 Consider the new capital bids for 2025/26 and 2026/27 and determine which should be forwarded to a future meeting of Policy and Finance Committee to be considered alongside the bids from all committees as part of the Overall Capital Programme.

SENIOR ACCOUNTANT  
CM05-22/AC/AC  
7 January 2022

DIRECTOR OF RESOURCES

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

**Policy and Finance Committee**  
**Previously Approved Capital Programme and Proposed**  
**Amendments Summary – 2022/23 to 2024/25**

**ANNEX 1**

<b>POLICY AND FINANCE COMMITTEE</b>	<b>2022/23</b> £	<b>2023/24</b> £	<b>2024/25</b> £	<b>TOTAL</b> £
Brookfoot Footbridge, Ribchester – Replacement of Bridge	110,000			<b>110,000</b>
ICT Infrastructure Refresh	116,600			<b>116,600</b>
Revenues and Benefits Replacement Server		27,400		<b>27,400</b>
Cyber Security Solutions Refresh		58,300		<b>58,300</b>
Replacement Air Conditioning Units in Server Room		10,000		<b>10,000</b>
E-Recruitment System		22,500		<b>22,500</b>
Replacement PCs			66,000	<b>66,000</b>
Firewall Refresh			22,080	<b>22,080</b>
<b>Previously Approved Capital Programme for Policy and Finance Committee</b>	<b>226,600</b>	<b>118,200</b>	<b>88,080</b>	<b>432,880</b>
<b>NO AMENDMENTS PROPOSED TO EXISTING CAPITAL PROGRAMME SCHEMES</b>				<b>0</b>
<b>Currently Approved Capital Programme for Policy and Finance Committee</b>	<b>226,600</b>	<b>118,200</b>	<b>88,080</b>	<b>432,880</b>

**Policy and Finance Committee**  
**Summary of New Capital Bids for 2025/26 and 2026/27**

<b>Bid Number</b>	<b>Schemes</b>	<b>2025/26 £</b>	<b>2026/27 £</b>	<b>TOTAL £</b>
CAPPOL01	Council Offices Fire Alarm Upgrade	64,300		<b>64,300</b>
CAPPOL02	Council Offices Mains and LED Lighting Upgrade	99,400		<b>99,400</b>
CAPPOL03	Smart Heating System	17,800		<b>17,800</b>
CAPPOL04	Townley Building Re-roof	34,400		<b>34,400</b>
CAPPOL05	Software Upgrade for Regulatory Services	156,900		<b>156,900</b>
CAPPOL06	Replacement ICT Equipment for Councillors		42,300	<b>42,300</b>
<b>Total - 2025/26 and 2026/27 New Bids for Policy and Finance Committee</b>		<b>372,800</b>	<b>42,300</b>	<b>415,100</b>

# Ribble Valley Borough Council

## CAPPOL01

Capital Scheme Bid Form for **2025/26**

### Head of Service

Head Of Engineering Services

### Capital Scheme Title

Council Offices Fire Alarm Upgrade

### Brief Description of the Scheme

The fire alarm at the Council offices is coming to the end of its economic life. The current system was installed when the building was built back in 1980. There have been a few alterations to the system to accommodate compartmentation and some flashing beacons have been installed back in the early 2000's to comply with regulations. The current beacons positioned over the exit doors can only be seen from certain locations. It is proposed to replace the current detectors with sounder/detector/beacons that are designed and approved to meet both EN54-3 and EN54-23. This is the standard RVBC should be achieving considering the nature of the building. Whilst upgrading the fire alarm it is proposed to install fire dampers in the AHU to maintain compartmentation. The dampers will prevent the spread of a potential fire through the AHU ducts, which helps to stop a fire from spreading throughout the rest of the building. They also help to prevent smoke from travelling through the building's ductwork in the event of a fire.

**This bid was put on hold but the fire detection system is now becoming outdated and the existing panel is becoming obsolete. It is a statutory requirement to have a compliant system so it is requested that the bid is brought forward as soon as possible.**

### Environmental Considerations and Green Credentials

### A Breakdown of Your Bid

Costs		£
Contractors		62,300
Internal Staff Time		400
Planning Fees/Building Regulations		1,600
<b>Total Capital Costs</b>		<b>64,300</b>

### Please detail other solutions that you have considered but dismissed.

N/A

### Timescale for Completion

Approx 3 weeks.

### Any Risks to Completion

Lead times.

### Revenue Budget Implications - Income and Expenditure

Changes to Revenue Costs	0
Changes to Revenue Income	0
Net Revenue Impact	0

### Head of Service

Head Of Engineering Services

### Capital Scheme Title

Council Offices Mains and LED Lighting Upgrade

### Brief Description of the Scheme

The Electrical distribution boards (mains boards) at the Council Offices are becoming redundant after the recent release of the 18th edition back in 2019. The proposed works would ensure surge protection and residual circuit protection (RCD) to all the circuits in the Council Offices. The proposed works would significantly reduce the chance of electric shock to employees and help protect equipment to surges.

This will involve removing all distribution boards at the Council Offices and replacing them for new boards that will meet current legislation.

This scheme also proposes to replace the office lighting for LED lighting as the current fittings are no longer efficient compared to LED.

**It is advised that this capital bid is brought forward as soon as possible.**

### Environmental Considerations and Green Credentials

Replacement of the office lighting will be a big step in RVBC's commitment to reduce carbon consumption.

### A Breakdown of Your Bid

Costs		£
Contractors		96,600
Internal Staff Time		1,300
Planning Fees/Building Regulations		1,500
<b>Total Capital Costs</b>		<b>99,400</b>

### Please detail other solutions that you have considered but dismissed.

N/A

### Timescale for Completion

April 2025: Tender and undertake programme of works. September 2025: Commencement of works. November 2025: Works completed.

### Any Risks to Completion

IT staff available weekends for power down. Surveying section available to work weekends and evenings.

### Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign		£
Electricity usage reduced from LED lighting		-6,000
<b>Changes to Revenue Costs</b>		<b>-6,000</b>
<b>Changes to Revenue Income</b>		<b>0</b>
<b>Net Revenue Impact</b>		<b>-6,000</b>

# Ribble Valley Borough Council

# CAPPOL03

Capital Scheme Bid Form for **2025/26**

## Head of Service

Head Of Engineering Services

## Capital Scheme Title

Smart Heating System

## Brief Description of the Scheme

The current heating control system covers most of the Council's main sites, these being the Council Offices, Civic Suite, Castle Museum, Edisford changing rooms and Ribblesdale Pool. The heating controllers at these sites are now obsolete, so if they fail then a full system upgrade would be required.

The current system is based on modem technology and is temperamental when dialling out to sites to configure heating arrangements. We recently upgraded part of the system at the Council Offices, but we are currently experiencing issues with dialling out to the various sites using outdated modems and phone line connections.

It is proposed to upgrade the system by purchasing new smart heating control units for each site, which will also include software that will link all the sites efficiently.

The system will require a maintenance contract for a figure of around £200 per year.

## Environmental Considerations and Green Credentials

A more efficient smart heating system will reduce energy consumption.

## A Breakdown of Your Bid

Costs	£
Contractors	17,400
Internal Staff Time	400
<b>Total Capital Costs</b>	<b>17,800</b>

Please detail other solutions that you have considered but dismissed.

## Timescale for Completion

Approx 1 week.

## Any Risks to Completion

## Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign	£
Maintenance contract per annum	200
<b>Changes to Revenue Costs</b>	<b>200</b>
<b>Changes to Revenue Income</b>	<b>0</b>
<b>Net Revenue Impact</b>	<b>200</b>



### Head of Service

Head Of Engineering Services

### Capital Scheme Title

Townley Building Re-roof

### Brief Description of the Scheme

The existing roof at the Townley Building has fallen into a state of disrepair. The existing roof has a valley gutter that is not wide enough to dispel the water sufficiently. As a result the building has suffered internal water damage on the top floor and the battens have become rotten due to the water backing up above the valley gutter height.

It is proposed to strip the existing roof, replace defective timber, replace and enlarge the valley gutter, then complete a full re-roof including new battens and felt, whilst re-using as many of the existing slates as possible.

### Environmental Considerations and Green Credentials

### A Breakdown of Your Bid

Costs	£
Contractors	34,000
Internal Staff Time	400
<b>Total Capital Costs</b>	<b>34,400</b>

### Please detail other solutions that you have considered but dismissed.

A patch repair option has been provided to replace the bottom 4 or 5 tiers of slates and includes to raise the width of the valley gutters and new battens but it was pointed out at the time of the survey that the existing felt was in a very poor condition and really needs to be replaced. It means that the felt would need to be replaced at a later date and the cost for this will be similar to the full new roof cost.

### Timescale for Completion

Approx 5 weeks.

### Any Risks to Completion

The lead times on materials and adverse weather conditions.

### Revenue Budget Implications - Income and Expenditure

Changes to Revenue Costs	0
Changes to Revenue Income	0
Net Revenue Impact	0

## Head of Service

Head of Legal and Democratic Services

## Capital Scheme Title

Software Upgrade for Regulatory Services

## Brief Description of the Scheme

A combined bid from Planning, Legal and Environmental Health departments (including building control). The bid seeks approval for replacement of the existing software systems used in these departments with a new cloud-based software system. The current software is outdated, inefficient and does not provide any facility for mobile/agile working.

All local planning authorities use specialist software to manage the development management process including enforcement. The Building Control Service can utilise the same software for the effective running of the service with similar processes.

The Council's current software does not support all functions of a local planning authority/building control service and does not have an enforcement facility (temporary management measures have been created for this function).

The Council's current licensing software does not support all the functions of a licensing authority. It does not allow for online applications. These are currently available for a limited number of applications via the GOV.UK website but it has been suggested that this will be withdrawn. In the event that happens the Council has no facility to provide an online service for those applications or indeed any other. It also has no effective facility for use by the licensing enforcement officers. Information cannot be easily exchanged between the licensing officer and enforcement. It does not include a document management system rather each page of a document must be scanned individually as a JPEG in Lalpac and the Planning department are paying to have each paper file scanned. As a result of the fact that licensing applications cannot be submitted electronically, payment is currently made either by cheque or over the phone. Lalpac and Flare have no facility for dealing with renewals. Officers must manually process renewal reminders and suspensions if fees are not paid. The new system would be configured to prepare these and send them by email, dramatically reducing Officer time involved in this task.

The licensing service within Environmental Health currently has no provision within its software to ensure that public registers are displayed on the Council's website. The public cannot therefore access information on which establishments are properly licensed.

None of the existing software has provision for mobile working. Mobile working would allow officers to use a tablet to take the photographs, access documents and input reports straight into the system whilst on site thus removing duplication of effort and ensuring that records are more accurate as they are made contemporaneously. Use of mobile technology would also provide an improvement in safety from a lone worker perspective.

Implementation of the new software would provide: effective and efficient determination of applications; transparency and appropriate access to information ensuring effective engagement and public participation; improved customer experience, with a fit for purpose website interface, reflective of the shift to and current reliance on the Internet; the system could be accessed from anywhere on any device (subject to security); improvements to the GIS mapping system which will ensure that all map data is up to date, ensuring sound decisions; and secure storage of all documents.

Within the existing Capital Programme there is a scheme for the introduction of Planning Portal Link to the Planning Application System and a Planning System Update. Whilst the link has been introduced it is not compatible with the current MVM software. This existing scheme would be rolled up into the new scheme.

It should be noted that the bid figures provided are list prices and do not include any negotiation or the price which may be included at tender stage. They are also based on the 2025/2026 capital programme and so include 12.6% for inflation between 2021/22 and 2025/2026.

**The services request however that the bid be considered for the 2022/2023 capital programme and if that were approved the capital cost estimate would be £143,600, including 3% for inflation between 2021/2022 and 2022/2023.**

The bid also provides for the purchase of 26 ipads and robust cases to allow officers to utilise the mobile functions of the software.

### Environmental Considerations and Green Credentials

Implementation of this new software would radically reduce the amount of paper used and stored in all the services included within this bid. Each service could move to an almost paperless system. It would also reduce the use of postage which would again have an impact environmentally as it would reduce the deliveries to be made and the resources used in processing the post. This would accord with one of the Council's short-term climate change priorities.

Reducing the amount of paper used would benefit the Council financially, would improve the efficiency of the services and lead to less waste and use of resources.

The ability to enable mobile working would also have benefits in terms of officer efficiency. With technology which enables files to be accessed remotely and notes to be taken along with photographs all the key elements of each job can be carried out efficiently and effectively as part of one site visit. This will have associated benefits of reducing carbon emissions through more efficient site visits and additional officer capacity by a reduction in the time spent updating notes/ photos etc manually.

The Planning White Paper emphasises the need to harness digital technology to make it much easier to access and understand information about specific planning proposals. The new software will fit within these aspirations.

### A Breakdown of Your Bid

Costs		£
Contractors		144,900
Equipment/Materials		12,000
<b>Total Capital Costs</b>		<b>156,900</b>

### Please detail other solutions that you have considered but dismissed.

The services have looked at upgrading the existing systems. It has been determined that this would not provide the benefits required in terms of efficiency, and mobile and paperless working.

### Timescale for Completion

The services request that this bid be considered as part of the 2022/2023 programme so that it could be implemented in the next 2 years.

### Any Risks to Completion

The ability to implement the system within the desired timescale or indeed within any timescale would be dependent to some degree on an appropriate team being established to include IT and representatives from each of the service areas to work with the supplier.

### Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign		£
<b>ONE OFF YEAR 1 COST - training costs = £13,200</b>		
<b>RECURRING COSTS:</b>		
Software Maintenance Increased Costs (Idox hosting fee less current annual costs for Northgate, Lalpac and Civica)		2,700
Mobile Connectivity Costs (SIMs for Ipads)		7,700
<b>Changes to Revenue Costs</b>		<b>10,400</b>
<b>Changes to Revenue Income</b>		<b>0</b>
<b>Net Revenue Impact</b>		<b>10,400</b>

# Ribble Valley Borough Council

# CAPPOL06

Capital Scheme Bid Form for **2026/27**

## Head of Service

Head of Financial Services

## Capital Scheme Title

Replacement ICT Equipment for Councillors

## Brief Description of the Scheme

This bid is for 2026/27.

There is a current scheme (2021/22) for the replacment of councillor ICT equipment. This scheme followed a previous scheme for iPads which were bought in 2015.

The equipment being bought in 2021/22 will be 5 years old come 2026/27 and will be due for replacement.

The costings given in this scheme bid are based on Surface Pro costs (although a decision on the equipment to be bought in 2021/22 has yet to be made).

An allowance has also been made for Professional Services, as is the case in 2021/22, as it is unknown at this stage whether such services may be required at that point in time - this would be driven by the equipment taken up at that time.

## Environmental Considerations and Green Credentials

From the Microsoft website:

### Reduce your impact on the environment

Boost your environmental integrity by investing in technology that meets rigorous eco-standards across the entire lifecycle. Microsoft Surface laptops and tablets are EPEAT gold-registered.\* Microsoft Corporation is gold-rated by EcoVadis.

In 2026/27 we will seek to procure equipment that best fits purpose and has the best lifecycle green credentials at that time, within budget.

## A Breakdown of Your Bid

Costs		£
	Contractors	4,060
	Equipment/Materials	38,240
	<b>Total Capital Costs</b>	<b>42,300</b>

## Please detail other solutions that you have considered but dismissed.

The bid is based on the equipment currently being considered in 2021/22. Alternatives to be considered today will likely not be available in 2026/27 due to technological advances.

## Timescale for Completion

Within year. Progress would depend on when a decision is made on the equipment to take forward.

## Any Risks to Completion

Technological advances. Five years is a very long time in respect of ICT equipment, and such advances may change the nature of any solution needed in 2026/27.

## Revenue Budget Implications - Income and Expenditure

Changes to Revenue Costs	0
Changes to Revenue Income	0
<b>Net Revenue Impact</b>	<b>0</b>