

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

meeting date: 13 SEPTEMBER 2022
title: CAPITAL MONITORING 2022/23
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To report the progress on this Committee's 2022/23 capital programme for the period to the end of July 2022.

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 2022/23 CAPITAL PROGRAMME BACKGROUND

2.1 Six capital schemes for this Committee's original estimate budget, totalling £335,480, were approved by the Policy and Finance Committee and Full Council at their meetings in February 2022 and March 2022 respectively. This included two new schemes for 2022/23 and four scheme budgets that had been moved from the 2021/22 capital programme to the 2022/23 capital programme.

2.2 In addition to the original estimate budget above, the following budget changes have been made so far in 2022/23:

- One capital scheme was not completed by 31 March 2022 and had unspent budget available at that date. The total unspent budget of £7,020, known as slippage, has been moved into the 2022/23 capital programme budget, after approval by this Committee in June 2022.
- One additional capital scheme with a budget of £13,500 was approved by this Committee in June 2022.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of eight schemes is £356,000. This is shown at Annex 1.

3 CAPITAL MONITORING 2022/23

3.1 The table overleaf summarises this Committee's capital programme budget, expenditure to date and remaining budget, as at the end of July 2022. 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 2022/23 £	Budget Moved from 2021/22 £	Slippage from 2021/22 £	Additional Approvals 2022/23 £	Total Approved Budget 2022/23 £	Actual Expenditure including commitments as at end of July 2022 £	Remaining Budget as at end of July 2022 £
226,600	108,880	7,020	13,500	356,000	17,474	338,526

3.2 At the end of July 2022 £17,474 had been spent or committed. This is 4.9% of the total approved capital programme budget for this Committee.

3.3 Progress on the eight schemes at the end of July 2022 is as follows:

- Four schemes are currently on-track to be completed in-year.
- It is unclear whether four of the schemes will be completed in-year.

3.4 Progress on the schemes to date (remaining budgets shown in brackets) is as follows:

- **Brookfoot Footbridge, Ribchester – Replacement of Bridge (£110,000):** The footbridge has been inspected recently. The current state of the defects mean that the bridge will need replacing but no defects were identified which make immediate replacement necessary. Engineers are currently awaiting a response from the Environment Agency on whether they have any works planned on the brook to ensure this will not affect the bridge. Also, the Environment Agency will have to approve the proposed works and the design of the bridge. At this stage there is no certainty that the works will be completed in this financial year.
- **ICT Infrastructure Refresh (£116,600):** No progress has been made with this scheme due to pressures on the ICT service. ICT services expect to engage with suppliers in the near future. At this stage it is uncertain whether this scheme will be completed in-year.
- **Dewhurst Road, Langho – Resurfacing Works (£62,670):** The contract for these works has been let and the works started on 1 September 2022. It is expected that the works will be completed by October 2022.
- **Network Infrastructure (£30,000):** ICT Services have approached potential suppliers to discuss the purchase of Network Infrastructure equipment and its implementation. At this stage it is uncertain whether this scheme will be completed in-year.
- **Committee Administration IT System (£7,600):** The budget moved from 2021/22 was set aside to fund any IT hardware purchases required to support the use of the ModGov system (possibly some laptops). The Head of Legal and Democratic Services is waiting until all councillors are set up and using their replacement PCs before deciding whether any further IT hardware is required to support use of the system. Therefore, at this stage it is uncertain whether the scheme expenditure will be completed in this financial year.
- **Financial System Upgrade (£8,430):** Options continue to be appraised for further enhancement of the system. As such we continue to be in discussions with the software company. It is expected that this scheme will be completed in-year.

- **Replacement IT Equipment for Councillors (£2,440):** The VPN security work has been completed at a cost of £4,580 and some additional spend may be required to purchase cases to protect the replacement IT equipment. The rollout of the new MS Surfaces purchased for councillors has begun. We expect to have finished the rollout by November 2022.
- **Main Reception Adaptation Works (£786):** The main reception works were completed in July 2022. Additional work, at an estimated cost of £2,080, is now required to reinstate cabinets and units that were removed as part of the main works. This work has been agreed by CMT and is expected to be completed in-year. Funding for the additional £1,294 budget required will be identified at revised estimate budget stage.

4 CONCLUSION

- 4.1 At the end of July 2022 £17,474 had been spent or committed. This is 4.9% of the total approved capital programme budget for this Committee.
- 4.2 Of the eight schemes in the capital programme at the end of July 2022, four schemes are currently on-track to be completed in-year and it is unclear whether four of the schemes will be completed in-year.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF48-22/AC/AC
5 SEPTEMBER 2022

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

Policy and Finance Committee - Capital Programme 2022/23

Cost Centre	Scheme	Original Estimate 2022/23 £	Budget Moved from 2021/22 £	Slippage from 2021/22 £	Additional Approvals 2022/23 £	Total Approved Budget 2022/23 £	Actual Expenditure including commitments as at end of July 2022 £	Remaining Budget as at end of July 2022 £
BRKFT	Brookfoot Footbridge, Ribchester – Replacement of Bridge	110,000				110,000	0	110,000
ITINF	ICT Infrastructure Refresh	116,600				116,600	0	116,600
DHRST	Dewhurst Road, Langho - Resurfacing Works		62,850			62,850	180	62,670
NTWRK	Network Infrastructure		30,000			30,000	0	30,000
COADM	Committee Administration IT System		7,600			7,600	0	7,600
CFUPG	Financial system upgrade		8,430			8,430	0	8,430
ITEQC	Replacement IT Equipment for Councillors			7,020		7,020	4,580	2,440
RECEP	Main Reception Adaptation Works				13,500	13,500	12,714	786
Total Policy and Finance Committee		226,600	108,880	7,020	13,500	356,000	17,474	338,526

Policy and Finance Committee – Capital Programme 2022/23

Brookfoot Footbridge, Ribchester – Replacement of Bridge

Service Area: Estates

Submitted by: Adrian Harper

Brief Description of the Scheme:

The Council are responsible for the maintenance of Brookfoot Footbridge in Ribchester. The bridge crosses Stydd Brook before it joins the River Ribble and connects Council owned land to a track leading to an adopted highway.

A large part of the land is currently leased to Ribchester Parish Council and is used as allotments. The remaining grassed area is maintained by Ribble Valley Borough Council. The land on both sides of the brook is susceptible to flooding and the bridge itself is at risk of damage when this occurs. The bridge is inspected by Engineering Services on a 3 monthly basis and whilst it is currently considered to be safe, defects have been identified which will need to continue to be monitored.

It is considered that due to the structural type and condition of the bridge, it would only be feasible to replace rather than repair the structure.

Revenue Implications:

None.

Timescale for Completion:

10 Weeks.

Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2022 £	Remaining Budget as at end of July 2022 £
Total Approved Budget 2022/23	110,000	0	110,000
ANTICIPATED TOTAL SCHEME COST	110,000		

Progress – Budget Holder Comments:

July 2022: The footbridge has been inspected recently. The current state of the defects mean that the bridge will need replacing but no defects were identified which make immediate replacement necessary. Engineers are currently awaiting a response from the Environment Agency on whether they have any works planned on the brook to ensure this will not affect the bridge. Also, the Environment Agency will have to approve the proposed works and the design of the bridge. At this stage there is no certainty that the works will be completed in this financial year.

Policy and Finance Committee – Capital Programme 2022/23

ICT Infrastructure Refresh

Service Area: ICT Services

Submitted by: Lawson Oddie

Brief Description of the Scheme:

Current infrastructure would be 5 years old in 2022/23.

The scheme is based on the projected ICT needs in 5 years. However, the actual requirements may be quite different in 5 years when compared to those forecast within this bid due to the speed of change/development in ICT. The scheme would look to equip the Council to meet the actual needs in 2022/23. Possible solutions anticipated are:

1. Replacement of the current infrastructure with a similar solution (based on the 2016/17 capital scheme).
2. Move all server resources into the cloud.
3. Investigate the use of new end user technologies.

Revenue Implications:

There may be increased revenue costs to both hardware and software maintenance, such as licensing changes, but it is not possible to quantify this at this stage. The 2016/17 scheme resulted in additional revenue costs for licenses of just less than £4k per annum.

Timescale for Completion:

Over the 12 months within 2022/23.

Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2022 £	Remaining Budget as at end of July 2022 £
Total Approved Budget 2022/23	116,600	0	116,600
ANTICIPATED TOTAL SCHEME COST	116,600		

Progress – Budget Holder Comments:

July 2022: No progress has been made with this scheme due to pressures on the ICT service. ICT services expect to engage with suppliers in the near future. At this stage it is uncertain whether this scheme will be completed in-year.

Policy and Finance Committee – Capital Programme 2022/23

Dewhurst Road, Langho – Resurfacing Works

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.

Pre-tender works have been completed in 2021/22. However, at January 2022 there had been less progress than previously planned on specifying the main contract works required and this had been exacerbated by the recent vacancy in the post of Engineering Services Manager.

It is therefore 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.

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 2022 £	Remaining Budget as at end of July 2022 £
Original Estimate 2022/23	0		
Budget Moved from 2021/22	62,850		
Total Approved Budget 2022/23	62,850	180	62,670
Actual Expenditure 2020/21	6,250		
Actual Expenditure 2021/22	6,744		
ANTICIPATED TOTAL SCHEME COST	75,844		

Progress – Budget Holder Comments:

July 2022: The contract for these works has been let and the works started on 1 September 2022. It is expected that the works will be completed by October 2022.

December 2021: 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.

Policy and Finance Committee – Capital Programme 2022/23

September 2021: The pre-tender works are now complete. The actual cost of these works was £1,934 higher than the additional budget approved for these works, because more work was required once the drainage and pipework was uncovered. These extra costs have been funded within the overall scheme budget at this stage and any impact on the overall budget will be considered alongside the main contract works costs. The main contract works are currently being specified and the works will be put out to tender. At this stage it is unclear whether the scheme will be completed in-year, given the timescales involved in the specification and tender process.

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.

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 2022/23

Network Infrastructure

Service Area: ICT Services

Submitted by: Lawson Oddie

Brief Description of the Scheme:

This scheme is for the replacement of the current hardware that supports the Council's network infrastructure.

At January 2022, no progress had been made on this scheme due to other pressures on the ICT service, which had 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 had subsequently been filled and ICT Services expected to engage with suppliers in relation to this scheme in the near future. However, it was not expected that the scheme would be completed in 2021/22.

Therefore, in January 2022 this Committee approved the transfer of the £30,000 scheme budget from 2021/22 to 2022/23.

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 2022 £	Remaining Budget as at end of July 2022 £
Original Estimate 2022/23	0		
Budget Moved from 2021/22	30,000		
Total Approved Budget 2022/23	30,000	0	30,000
ANTICIPATED TOTAL SCHEME COST	30,000		

Progress – Budget Holder Comments:

July 2022: ICT Services have approached potential suppliers to discuss the purchase of Network Infrastructure equipment and its implementation. At this stage it is uncertain whether this scheme will be completed in-year.

December 2021: 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.

Policy and Finance Committee – Capital Programme 2022/23

September 2021: No progress has been made on this scheme since the update in July. Once we have filled the IT Infrastructure Officer post we expect to be engaging with suppliers in relation to this scheme, but do not expect the scheme to be complete this financial year.

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.

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 2022/23

Committee Administration IT System

Service Area: Legal and Democratic Services

Submitted by: Mair Hill

Brief Description of the Scheme:

The implementation of the ModGov system software is now complete. The remaining budget of £7,600 on this scheme 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 software to be used for face-to-face meetings in the Council chamber for at least a full year before deciding whether any IT hardware is required. So the decision was not taken in 2021/22.

Therefore, in January 2022 this Committee approved the transfer of the £7,600 remaining scheme budget from 2021/22 to 2022/23.

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:

2022/23.

Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2022 £	Remaining Budget as at end of July 2022 £
Original Estimate 2022/23	0		
Budget Moved from 2021/22	7,600		
Total Approved Budget 2022/23	7,600	0	7,600
Actual Expenditure 2019/20	7,750		
Actual Expenditure 2020/21	4,750		
Actual Expenditure 2021/22	0		
ANTICIPATED TOTAL SCHEME COST	20,100		

Progress – Budget Holder Comments:

July 2022: The budget moved from 2021/22 was set aside to fund any IT hardware purchases required to support the use of the ModGov system (possibly some laptops). The Head of Legal and Democratic Services is waiting until all councillors are set up and using their replacement PCs before deciding whether any further IT hardware is required to support use of the system. Therefore, at this stage it is uncertain whether the scheme expenditure will be completed in this financial year.

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December 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.

September 2021: No Change - 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.

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 2022/23

Financial system upgrade

Service Area: Financial Services

Submitted by: Lawson Oddie

Brief Description of the Scheme:

The main financial system upgrade has been completed. The remaining budget of £8,430 is to be used to make further enhancements to the system.

At January 2022, options were continuing 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 officers 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.

Therefore, in January 2022 this Committee approved the transfer of the £8,430 remaining scheme budget from 2021/22 to 2022/23.

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:

2022/23.

Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2022 £	Remaining Budget as at end of July 2022 £
Original Estimate 2022/23	0		
Budget Moved from 2021/22	8,430		
Total Approved Budget 2022/23	8,430	0	8,430
Actual Expenditure 2018/19	32,330		
Actual Expenditure 2019/20	5,692		
Actual Expenditure 2020/21	0		
Actual Expenditure 2021/22	0		
ANTICIPATED TOTAL SCHEME COST	46,452		

Progress - Budget Holder Comments

July 2022: Options continue to be appraised for further enhancement of the system. As such we continue to be in discussions with the software company. It is expected that this scheme will be completed in-year.

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December 2021: 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.

September 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. If agreed by management team, the enhancements would then be subject to approval at a future meeting of Policy and Finance Committee. At this stage, there is the possibility that, if approved, scheme completion may slip into 2022/23 due to Committee timescales and subsequent IT supplier availability to complete the work required.

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.

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.

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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.

Policy and Finance Committee – Capital Programme 2022/23

Replacement IT Equipment for Councillors

Service Area: Democratic Services

Submitted by: Lawson Oddie

Brief Description of the Scheme:

The original iPads provided to councillors in 2015 were reaching the end of their useful lives and updates to operating systems means they no longer had the functionality to access systems. This scheme provides replacement IT equipment for the Council's forty councillors.

The replacement IT equipment for councillors had been purchased in 2021/22, but at financial year-end there was still some Virtual Private Network (VPN) security work to be completed so that councillors could gain a protected network connection to the Council. Slippage of £7,020 was moved into 2022/23 to fund the VPN security work and any other final expenditure required on the scheme.

Revenue Implications:

None identified.

Timescale for Completion:

2022/23 financial year.

Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2022 £	Remaining Budget as at end of July 2022 £
Original Estimate 2022/23	0		
Slippage from 2021/22	7,020		
Total Approved Budget 2022/23	7,020	4,580	2,440
Actual Expenditure 2021/22	32,975		
ANTICIPATED TOTAL SCHEME COST	39,995		

Progress - Budget Holder Comments

July 2022: The VPN security work has been completed at a cost of £4,580 and some additional spend may be required to purchase cases to protect the replacement IT equipment. The rollout of the new MS Surfaces purchased for councillors has begun. We expect to have finished the rollout by November 2022.

March 2022: The replacement IT equipment for councillors has been purchased in 2021/22. The actual equipment costs were lower than the estimated costs included in the budget. In addition, at financial year-end there was still some Virtual Private Network (VPN) security work to be completed so that councillors can gain a protected network connection to the Council. Slippage of £7,020 into 2022/23 is requested to fund the VPN security work and any other final expenditure required on the scheme.

December 2021: 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.

Policy and Finance Committee – Capital Programme 2022/23

September 2021: Spend to date relates to IT equipment purchased for councillors to trial. Once the preferred IT equipment is chosen, following this trial, it is expected that the replacement IT equipment will be purchased in-year.

Policy and Finance Committee – Capital Programme 2022/23

Main Reception Adaptation Works

Service Area: Council Offices

Submitted by: John Heap

Brief Description of the Scheme:

Following an incident and subsequent concerns from members of staff regarding their safety, a decision had been made to request budget approval to re-model the main reception area at the Council Offices, including improving the security screens.

The additional budget of £13,500, to add this scheme to the 2022/23 capital programme, was approved by Policy and Finance Committee in June 2022.

Revenue Implications:

None identified.

Timescale for Completion:

2022/23.

Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2022 £	Remaining Budget as at end of July 2022 £
Original Estimate 2022/23	0		
Additional Approval 2022/23	13,500		
Total Approved Budget 2022/23	13,500	12,714	786
ANTICIPATED TOTAL SCHEME COST	14,794		

Progress - Budget Holder Comments

July 2022: The main reception works were completed in July 2022. Additional work, at an estimated cost of £2,080, is now required to reinstate cabinets and units that were removed as part of the main works. This work has been agreed by CMT and is expected to be completed in-year. Funding for the additional £1,294 budget required will be identified at revised estimate budget stage.