

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

meeting date: 28 MARCH 2023
title: CAPITAL PROGRAMME 2023/24
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

- 1.1 To inform members of the schemes approved for inclusion in this Committee's 2023/24 capital programme.

2 BACKGROUND

- 2.1 All committees were asked to put forward proposals for any new capital schemes for inclusion in a five-year capital programme for 2023/24 to 2027/28. At its meeting on 24 January 2023, members considered schemes that had been put forward for this Committee.
- 2.2 In addition to the above, at its meeting on 24 January 2023, this Committee also considered the progress on the schemes in the 2022/23 capital programme and approved the move of some capital scheme budgets from 2022/23 to 2023/24.
- 2.3 Following recommendation by Special Policy and Finance Committee on 14 February 2023, Full Council approved the five-year capital programme for 2023/24 to 2027/28 on 7 March 2023.
- 2.4 The Council's overall capital programme for the five-year period 2023/24 to 2027/28 totals £10,126,410 for all committees. The total for this Committee is £919,110 over the five-year life of the programme. Of this, £522,550 relates to the 2023/24 financial year.

3 CAPITAL PROGRAMME 2023/24 – APPROVED SCHEMES

- 3.1 For this Committee there are nine schemes approved in the 2023/24 capital programme, totalling £522,550. These are shown in the table below and detailed information for the schemes is shown in **Annex 1**.

Cost Centre	Scheme	Budget for 2023/24 £
RREPS	Revenues and Benefits Replacement Server	24,000
CYBER	Cyber Security Solutions Refresh	62,100
AIRCN	Replacement Air Conditioning Units in Server Room	10,700
ERECR	E-Recruitment System (including On-boarding)	44,000
COMLU	Council Offices Mains and LED Lighting Upgrade	97,750
TECHF	Technology Forge Upgrade	27,400

Cost Centre	Scheme	Budget for 2023/24 £
BRKFT	Brookfoot Footbridge, Ribchester – Replacement of Bridge <i>(Budget moved from 2022/23)</i>	110,000
ITINF	ICT Infrastructure Refresh <i>(Budget moved from 2022/23)</i>	116,600
NTWRK	Network Infrastructure <i>(Budget moved from 2022/23)</i>	30,000
	Total – Policy and Finance Committee	522,550

3.2 Responsible officers will complete and update capital monitoring sheets for each scheme, which will be reported regularly to members to give an indication of progress.

3.3 During the closure of our capital accounts there may be some slippage on schemes in the current financial year, 2022/23. A report will be brought to a future meeting of this Committee giving details of any slippage on 2022/23 capital schemes.

4 CONCLUSION

4.1 This Committee has a capital programme for 2023/24 of nine schemes, totalling £522,550.

4.2 Any slippage on the schemes in the 2022/23 capital programme will be reported to this Committee.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF24-23/AC/AC
13 March 2023

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

POLICY AND FINANCE COMMITTEE
Schemes Approved for the 2023/24 Capital Programme

Revenues and Benefits Replacement Server

Service Area: Revenues and Benefits

Submitted by: Head of Revenues and Benefits

Brief Description of the Scheme:

This scheme allows for the replacement of the server which hosts the Council's Revenues and Benefits system. The current server was replaced in 2018/19 and will be five years old in 2023/24.

Revenue Implications:

None identified.

Timescale for Completion:

Mid-year 2023/24.

Any Risks to Completion:

There is a risk that the scheme requirements may change as the scheme date draws closer, ICT changes are generally fast paced. The bid assumes at this time that there will remain a status quo in service provision and software provider.

Risks in year for the scheme would be around time pressures and any other commitments with regard to the ICT team.

Capital Cost:

2023/24 £
24,000

POLICY AND FINANCE COMMITTEE
Schemes Approved for the 2023/24 Capital Programme

Cyber Security Solutions Refresh

Service Area: IT Services

Submitted by: Head of Financial Services

Brief Description of the Scheme:

This capital scheme is based on the refresh of the following current technologies (when the scheme bid was made in 2018/19):

- Firewall.
- Web\Email Proxy.
- Anti-Virus.

As cyber security is a rapidly evolving area, the solutions available in 2023/24 may be vastly different to the 2018/19 solutions. We will monitor best practice within the field of Cyber Security to underpin the actual solutions refresh specified in 2023/24.

Revenue Implications:

None identified.

Timescale for Completion:

Mid-Year 2023/24.

Any Risks to Completion:

Cyber security is a rapidly evolving area and therefore the solutions available in 2023/24 may be vastly different to previous solutions.

Capital Cost:

2023/24 £
62,100

Replacement Air Conditioning Units in Server Room

Service Area: IT Services

Submitted by: Head of Financial Services

Brief Description of the Scheme:

This scheme is for the replacement of air conditioning units in the server room. The current air conditioning equipment installed in the server room will be eight years old by 2023. This equipment runs non-stop 24/7 and it is vital that this equipment is fully functional in order to keep the server room at an optimal temperature and humidity.

Revenue Implications:

None identified.

Timescale for Completion:

Mid-Year 2023/24.

Any Risks to Completion:

There is a risk that the scheme requirements may change as the scheme date draws closer, ICT changes are generally fast paced. The capital scheme bid (submitted in 2018/19) assumed that there would remain a status quo in ICT service provision and that we continue to require a server room.

Capital Cost:

2023/24 £
10,700

POLICY AND FINANCE COMMITTEE
Schemes Approved for the 2023/24 Capital Programme

E-Recruitment System (including On-boarding)

Service Area: Human Resources

Submitted by: Head of Human Resources

Brief Description of the Scheme:

This scheme is for the implementation of an E-Recruitment system to provide a complete 'end-to-end' process covering all aspects of the recruitment process from creation of a vacancy through to the appointment of a new member of staff. The system is based on two modules:

- E-recruitment - allows the provision of accurately and effectively supporting applicants through all the stages of the process to the point where a successful candidate is identified.
- On-boarding (appointment stage) - takes the successful candidate through the process of managing their employment contract which builds relationships through to the first day of employment. This module allows HR and new starters to see which tasks have been completed and highlights outstanding actions to enable speeding up appointment times.

Revenue Implications:

Annual system maintenance fee = £5,500.

Timescale for Completion:

2023/24 financial year.

Any Risks to Completion:

None identified.

Capital Cost:

2023/24
£
44,000

Council Offices Mains and LED Lighting Upgrade

Service Area: Council Offices

Submitted by: Head of Engineering Services

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.

Revenue Implications:

Electricity usage reduced from LED lighting = -£6,000.

Timescale for Completion:

April to November 2023.

Any Risks to Completion:

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

Capital Cost:

2023/24
£
97,750

POLICY AND FINANCE COMMITTEE
Schemes Approved for the 2023/24 Capital Programme

Technology Forge Upgrade

Service Area: Legal, Estates and Finance

Submitted by: Head of Legal and Democratic Services

Brief Description of the Scheme:

This capital scheme is for the upgrade of the existing Asset Management software, Technology Forge, with more current cloud-based software, along with the purchase of some iPads and associated mobile connectivity access. This would allow Legal, Engineers and Finance service areas to work together more effectively in managing and maximising the use of the Council's Assets and would allow officers to benefit from using the mobile functions of the software.

Revenue Implications:

One-off YEAR 1 cost:

- Training = £10,400.

Recurring costs (per annum):

- Software Maintenance (new system annual fees less current system annual fees) = £13,400.
- Mobile Connectivity (SIMs for iPads) = £1,200.

Timescale for Completion:

2023/24.

Any Risks to Completion:

Sufficient resources being available within IT to assist in the roll out and migration of information etc.

Capital Cost:

2023/24
£
27,400

POLICY AND FINANCE COMMITTEE
Schemes Approved for the 2023/24 Capital Programme

Brookfoot Footbridge, Ribchester – Replacement of Bridge

Service Area: Estates

Submitted by: Head of Engineering Services

Budget moved from 2022/23:

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. 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.

Therefore, this capital scheme is for the replacement of the bridge at the appropriate time, based on the results of the regular inspections by Engineering Services.

At the stage of setting the 2022/23 capital programme revised budget, the general state of the bridge indicated that it would need to be replaced. However, the current defects did not make immediate replacement necessary in 2022/23. In addition, Engineers were still awaiting a response from the Environment Agency on whether they had any works planned on the brook to ensure those would not affect the bridge and the Environment Agency will have to approve the proposed works and design of the bridge.

Therefore, in January 2023 this Committee approved the transfer of the £110,000 scheme budget from 2022/23 to 2023/24.

The need for the replacement works will then be re-considered in 2023/24, including the impact of any response received from the Environment Agency.

Capital Cost:

2023/24
£
110,000

POLICY AND FINANCE COMMITTEE
Schemes Approved for the 2023/24 Capital Programme

ICT Infrastructure Refresh

Service Area: IT Services

Submitted by: Head of Financial Services

Budget moved from 2022/23:

This scheme is to refresh the Council's ICT infrastructure, which would be five years old in 2022/23, based on the Council's ICT infrastructure needs and the latest infrastructure solutions available at the time of refresh.

At the stage of setting the 2022/23 capital programme revised budget, no progress had been able to be made on this scheme due to other pressures and it was not possible to complete this scheme in the 2022/23 financial year.

Therefore, in January 2023 this Committee approved the transfer of the £116,600 scheme budget from 2022/23 to 2023/24.

Capital Cost:

2023/24 £
116,600

POLICY AND FINANCE COMMITTEE
Schemes Approved for the 2023/24 Capital Programme

Network Infrastructure

Service Area: IT Services

Submitted by: Head of Financial Services

Budget moved from 2022/23:

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

At the stage of setting the 2022/23 capital programme revised budget, initial design/recommendations had been received from a supplier and further proposals and quotes were being sought. However, it was not feasible for the scheme to be completed in the 2022/23 financial year.

Therefore, in January 2023 this Committee approved the transfer of the £30,000 scheme budget from 2022/23 to 2023/24.

Capital Cost:

2023/24 £
30,000