

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

INFORMATION

meeting date: 24 AUGUST 2023  
title: CAPITAL MONITORING 2023/24  
submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE  
principal author: LAWSON ODDIE

### 1 PURPOSE

1.1 To report the progress on this Committee's 2023/24 capital programme for the period to the end of June 2023.

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 2023/24 CAPITAL PROGRAMME BACKGROUND

2.1 There is one capital scheme for this committee with a budget of £26,420 (see Annex 1). This is a scheme that was moved from 2023/24 part way through that financial year. The capital programme for committee was approved by the Policy and Finance Committee and Full Council at their meetings in February 2023 and March 2023 respectively.

### 3 CAPITAL MONITORING 2023/24

3.1 The table below summarises the position on the capital programme for this committee.

	Scheme Count	£
Original Estimate 2023/24	0	0
Schemes and Budget moved from 2022/23	1	26,420
<b>Total Original Estimate as per Budget Book</b>	<b>1</b>	<b>26,420</b>
Slippage from 2022/23	0	0
Additional Approvals in year 2023/24	0	0
<b>Current Total Approved Budget 2023/24</b>	<b>1</b>	<b>26,420</b>
Actual Spend and Commitments – April to June		0
<b>Remaining Budget as at the end of June 2023</b>		<b>26,420</b>

3.2 At the end of the first quarter, there had been no spend or commitments made against the capital programme budget for this committee.

3.3 The table at Annex 1 shows a breakdown of the position at the end of the first quarter.

3.4 Annex 2 provides a summary for the scheme, the current position on progress and also some history behind the scheme.

3.5 Whilst the scheme shown under this committee is flagged as red in respect of status, this scheme is only in place as a residual budget from the original scheme and is only in place should any upgrades be needed before the new 'Software Upgrade for Regulatory Services' scheme is undertaken in 2025/26 (Policy and Finance Committee).

### 4 CONCLUSION

4.1 At the end of June 2023 there had been no spend or commitments made against the capital programme budget.

4.2 The position on the scheme at the end of the first quarter can be summarised as shown below:

<b>Current Position</b>	<b>Current Status</b>	<b>Scheme Count</b>	<b>Full Year Budget</b> £	<b>Spend and Commitments to end of June</b> £	<b>Remaining Budget as at end of June</b> £
<b>Unlikely to be completed within the financial year</b>	<b>R</b>	1	26,420	0	26,420
<b>Currently expected to be fully or substantially completed in year</b>	<b>A</b>				
<b>Scheme completed</b>	<b>G</b>				
<b>Total</b>		<b>1</b>	<b>26,420</b>	<b>0</b>	<b>26,420</b>

4.3 Whilst the scheme is flagged with a red status of 'Unlikely to be completed within the financial year', due to the residual purpose of the scheme this should not cause concern for members.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES  
AND DEPUTY CHIEF EXECUTIVE

CM9-23/LO/AC  
11 AUGUST 2023

For further background information please ask for Lawson Oddie.  
BACKGROUND PAPERS – None

## Community Services Committee - Capital Programme 2023/24

Cost Centre	Scheme	Original Estimate 2023/24 £	Budget Moved from 2022/23 £	Slippage from 2022/23 £	Additional Approvals 2023/24 £	Current Total Approved Budget 2023/24 £	Actual Expenditure including Commitments as at end of June 2023 £	Remaining Budget as at end of June 2023 £	Percent of Budget Spent at end of June 2023 %	Current Status
PLANN	Introduction of Planning Portal Link to the Planning Application System and Planning System Update		26,420			26,420	0	26,420	0.0%	R
<b>Total Planning and Development Committee</b>		<b>0</b>	<b>26,420</b>	<b>0</b>	<b>0</b>	<b>26,420</b>	<b>0</b>	<b>26,420</b>	<b>0.0%</b>	

## Community Services Committee – Capital Programme 2023/24

### PLANN: Introduction of Planning Portal Link to the Planning Application System and Planning System Update

Budget Holder: Lyndsey Hayes

**Latest Status: Unlikely to be completed within the financial year**



#### Brief Description of the Scheme:

The original scheme was approved to allow for:

- Planning Portal Link - Introduction of a software link and associated hardware to enable a link between the external facing Planning Portal and the back office planning system for processing and inputting of planning applications.
- Planning System Update - Additional upgrades/modules added to the Planning System

When the capital programme 2023/24 to 2027/28 was approved, it included a new scheme of 'Software Upgrade for Regulatory Services' in 2025/26 (Policy and Finance Committee). This is a combined scheme for Planning, Legal and Environmental Health departments (including building control) and will replace the existing software systems used in these departments with a new cloud-based software system.

In the meantime, until that scheme takes place in 2025/26, this scheme remains in place to support any upgrades needed to the current system.

#### Summary Budget Position 2023/24

	2023/24
Original Estimate 2023/24	0
Budget Moved from 2022/23	26,420
Approved Slippage from 2022/23	0
Additional Approvals 2023/24	0
<b>Current Total Approved Budget 2023/24</b>	<b>26,420</b>
Actual Expenditure including Commitments as at end of June 2023	0
<b>Remaining Budget as at end of June 2023</b>	<b>26,420</b>

#### Budget Holder Comments:

**June 2023:** No upgrades to the current system have been needed or identified as being needed so far in 2023/24.

**March 2023:** No longer needed for the original intended purpose, but this scheme budget will be needed to support any upgrades needed to the current system, until the new 'Software Upgrade for Regulatory Services' scheme is implemented in 2025/26.

**September 2022:** There has been no spend on the scheme to date in 2022/23. The scheme remains on hold, awaiting the outcome of whether a proposed wider Software Upgrade for Regulatory Services capital scheme bid will be approved as part of setting the Council's future capital programme budget for 2023/24 to 2027/28, by February 2023. The proposed wider scheme includes a combined software system for several Council services, including Planning and Building Control services. If this capital bid is approved then there will be no requirement to complete the planning system upgrade scheme.

In the meantime, the software supporting the current planning system is currently out of date and an update will be required in the near future. The nature of the update required will determine whether the spend is funded from revenue or from this capital scheme budget.

**June 2022:** There has been no spend on the scheme to date in 2022/23. The scheme remains on hold, awaiting the outcome of whether a proposed wider Software Upgrade for Regulatory Services capital scheme bid will be approved as part of updating the Council's future capital

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programme. The proposed wider scheme includes a combined software system for several Council services, including Planning and Building Control services. If this capital bid is approved then there will be no requirement to complete the planning system upgrade scheme. The timings for the next capital programme update are to be confirmed in the near future.

In the meantime, the software supporting the current planning system is currently out of date and an update will be required in the near future. The nature of the update required will determine whether the spend is funded from revenue or from this capital scheme budget.

**November 2021:** There will be no spend on the scheme in 2021/22 because it has previously been put on hold. At this stage, it is proposed the scheme budget is moved forward to 2022/23 and the 2021/22 revised estimate budget is reduced to nil. A wider Software Upgrade for Regulatory Services capital bid has been proposed to Budget Working Group as part of the 2022/23 to 2026/27 capital programme budget process. This includes a combined software system for several Council services, including Planning and Building Control services. If this capital bid is approved then there will be no requirement to complete the planning system upgrade scheme.

The 2022/23 to 2026/27 capital programme budget is approved by Full Council in March 2022 and we will report any impact on the planning system upgrade scheme to this Committee at that point.

**August 2021:** The planning portal link has been installed and configured previously. Further work is being undertaken to facilitate integration into the Development Management service.

The planning system update element of the scheme was previously put on-hold awaiting the outcome of the planned wider process review in the Planning section. That planned wider process review has still not taken place because of the on-going impact of the Covid-19 pandemic, but work has begun to consider back office systems integration improvements in some service areas including planning and building control. Given this, the planning system update element of this scheme will not be undertaken in 2021/22.

**July 2021:** The planning portal link has been installed and configured previously. Further work is being undertaken to facilitate integration into the Development Management service.

The planning system update element of the scheme was previously put on-hold awaiting the outcome of the planned wider process review in the Planning section. That planned wider process review has still not taken place because of the on-going impact of the Covid-19 pandemic. Also, CMT are looking to consider back office systems integration improvements in some service areas including planning and building control. Given this, the planning system update element of this scheme will not be undertaken in 2021/22.

**November 2020:** The planning portal link has been installed and configured previously. The planning system update element of the scheme was previously put on-hold awaiting the outcome of the planned wider process review in the Planning section. That planned wider process review has not taken place yet because of Covid-19 issues since Spring 2020. It is hoped that the wider process review can commence in 2021, Covid-19 permitting. Given this, the planning system update element of this scheme will not be undertaken in 2020/21. It is recommended that the 2020/21 revised estimate for the scheme is reduced to nil and the £26,420 scheme budget is moved to the 2021/22 financial year.

**August 2020:** The planning portal link has been installed and configured previously. The planning system update element of the scheme was previously put on-hold awaiting the outcome of the planned wider process review in the Planning section. That planned wider process review has not taken place yet because of Covid-19 issues since Spring 2020.

It is hoped that the wider process review can commence in early 2021, Covid-19 permitting. Given this, the planning system update element of this scheme 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.

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**November 2019:** This scheme is on hold awaiting the outcome of the wider process review in the Planning section. The current elements included in this capital scheme need to be compatible with the functionality of the Planning system going forwards and may change as a result of the wider process review. As a result, this scheme will not be completed in-year. It is recommended that the £26,420 budget for this scheme is moved to the 2020/21 financial year and the 2019/20 revised estimate is nil.

**September 2019:** This scheme is on hold awaiting the outcome of the wider process review in the Planning section. The current elements included in this capital scheme need to be compatible with the functionality of the Planning system going forward and may change as a result of the wider process review. As a result, it is unlikely that this scheme will be completed in-year.

**July 2019:** The computerised system currently used within both the Planning and Building Control services is overdue to be upgraded and the upgrade is needed to facilitate the introduction of the Planning Portal. However, a review of how the upgraded software can be used to improve the efficiency and effectiveness of the service is currently underway. The proposed changes to the processes within the service and associated software costs will be reported to CMT by January 2020 and then to a future meeting of this Committee. The current elements included in this capital scheme need to be compatible with the functionality of the Planning system going forwards and may change as a result of the wider process review. Given that, this scheme is now on-hold awaiting the outcome of the review.

**March 2019:** There has been 2018/19 spend on IT consultant input to complete the Planning Portal Update, prior to installing the Planning Portal Link, and to begin the M3 to Engage migration. Protracted communication with the service provider has led to delay in implementation of an update in the current system which has resulted in a lack of progress.

**November 2018:** The Head of Planning Services and ICT Manager have agreed to implement the Planning Portal integration into the current version of the system as soon as possible and to then look at migrating the whole system to Assure and completing the planning system update. Some expenditure is expected prior to the end of the financial year, but the scheme will not be completed within the 2018/19 financial year.

**September 2018:** The Director of Economic Development and Planning, Head of Planning Services and ICT Manager are to meet with the software supplier on 1 November to investigate the functionality that the M3 / Assure system will provide going forward. Based on the outcome of that meeting a decision will be made on how this scheme will be progressed.

**July/August 2018:** The Local Land Property Gazetteer and Planning integration has now been completed, so the Council's ICT team are in discussions with the software supplier on the approach, timings and revised costings for the Planning Portal Link and Planning System Update work. In addition, the scheme approach will be reviewed by the new Director, together with the Head of Planning and the ICT Manager.

**March 2018:** Officers are waiting to complete the implementation of the Local Land Property Gazetteer and Planning integration, which is expected to be completed by May 2018, before commencing work on the Planning Portal and Planning System upgrade. The Planning Portal link will be implemented first followed by the Planning / Building Control System upgrade, which are expected to be completed in the financial year 2018/19.

**November 2017:** The latest position on scheme progress is as follows:

- Full Planning Portal integration is waiting for the integration of the current Planning system and National Land and Property Gazetteer. This integration is in progress and is now at testing stage. Once testing is completed, Planning Portal integration will begin.
- Given that the software supplier has confirmed it will be twelve months before the whole M3 planning system will be migrated over to Assure, ICT and the Head of Planning have agreed to proceed with partial migration and upgrade to Assure once the Planning Portal integration work has been completed. This will allow the Planning department to take advantage of some of the new functionality offered from partial migration.

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- We are awaiting the software supplier to confirm the server hardware and software requirements for the updated system. After that, ICT will then provide the additional server space on the new infrastructure, which will provide more resilience to the system and tie in with the Council's current backup and recovery strategy.

**September 2017:** The progress of the scheme has been reviewed by the Head of Planning Services and ICT, including an update from the software supplier:

- Full planning portal integration is waiting for ICT and the software supplier to finish implementation of integration of the current Planning system and National Land and Property Gazetteer.
- We are waiting for the software supplier to confirm the server hardware and software requirements for the updated system. After that, ICT will then provide the additional server space on the new infrastructure which will provide more resilience to the system and tie in with the Council's current back up and recovery strategy.
- The software supplier has said it will be 12 months before the whole M3 planning system will be migrated over to Assure. Some partial migration could take place in the interim to take advantage of some of the new functionality offered. The Head of Planning Services and ICT will consider whether we opt for partial integration in the interim or wait for the software supplier to complete the whole migration of their software to the new platform.

Given this, the scheme will not be able to be fully implemented within this financial year.

**July 2017:** A quote has been received for the planning portal integration software installation element of the scheme and this installation will be planned in shortly. In addition, the corporate ICT infrastructure refresh scheme is now complete, so IT can consider whether the additional server space element of the scheme is still required. However, the planning system software provider has not yet completed writing the scripts for the planning system update from the Engage system to the Assure system. This means that no progress can be made at this stage on the M3 to Engage migration, fast scanner, EDRM document management upgrade and Public Access module elements of the scheme.

**March 2017:** The planning system software provider has not yet completed writing the scripts for the planning system update from the Engage system to Assure system, so this element of the scheme cannot be completed yet. In addition, the Council is currently installing new and increased server capacity as part of a corporate ICT infrastructure refresh scheme, which may or may not negate the purchase of additional server space planned for this scheme. Officers have therefore decided not to implement all elements of this scheme until the ICT infrastructure refresh scheme is completed and the software provider has written the planning system update scripts.

**November 2016:** No spend on the scheme. Officers are still waiting confirmation from the software supplier of when the initial on-site assessment for the scheme will be carried out. A scheme implementation timeline will be agreed following this assessment. At this stage, the aim is still to complete the scheme by the end of the financial year, but this is dependent on the availability of software supplier consultant input.

**September 2016:** Awaiting confirmation from the software supplier of when the initial on-site assessment for the scheme will be carried out. A scheme implementation timeline will be agreed following this assessment. At this stage, the aim is to complete the scheme by the end of the financial year, but this is dependent on the availability of software supplier consultant input.

**August 2016:** The scheme implementation and procurement plan is to be worked up between Planning and ICT. At this stage, the aim is to complete the scheme by the end of the financial year.