

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

meeting date: 9 APRIL 2024
 title: CAPITAL PROGRAMME 2024/25
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To inform members of the schemes approved for inclusion in this Committee's 2024/25 capital programme.

2 BACKGROUND

2.1 Following recommendation by Special Policy and Finance Committee on 13 February 2024, Full Council approved the five-year capital programme for 2024/25 to 2028/29 on 5 March 2024.

2.2 The Council's overall capital programme for the five-year period 2024/25 to 2028/29 totals £12,984,480 for all committees.

2.3 The total for this Committee (including UKSPF Schemes) is £1,403,770 over the five-year life of the programme. Of this, £1,101,510 relates to the 2024/25 financial year.

3 CAPITAL PROGRAMME 2024/25 – APPROVED SCHEMES

3.1 For this Committee there are 8 approved schemes in the 2024/25 capital programme, totalling £447,400 (excluding the UKSPF schemes). These are shown in the table below.

Cost Centre	Scheme	Budget for 2024/25 £	Current Reported Scheme Status
AIRCN	Replacement Air Conditioning Units in Server Room <i>Moved from 2023/24</i>	10,700	GREEN
BRKFT	Brookfoot Footbridge, Ribchester - Replacement Bridge <i>Moved from 2023/24</i>	106,000	GREEN
COMLU	Council Offices Mains and LED Lighting Upgrade <i>Moved from 2023/24</i>	90,000	GREEN
FIREW	Firewall Refresh	23,700	GREEN
RPLPC	Replacement PCs	70,600	BLACK
RREPS	Revenues and Benefits Replacement Server <i>Moved from 2023/24</i>	24,000	GREEN
SOLAR	Council Office Solar Panels	95,000	GREEN
TECHF	Technology Forge Upgrade <i>Moved from 2023/24</i>	27,400	GREEN
		447,400	

Status Key:

<p>BLACK: Scheme is unable to be started in year or no longer needed in this financial year</p>	<p>BLUE: Scheme Fully Completed</p>	<p>RED: Scheme is underway but unlikely to be completed within the financial year-end</p>	<p>AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.</p>	<p>GREEN: Scheme on track with targets and will be completed within the financial year</p>
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- 3.2 At the meeting of Special Policy and Finance Committee, as well as approving the capital programme, members added a further recommendation due to concerns around the progression of schemes in the capital programme, schemes being moved between years, and the level of scheme slippage experienced in recent years.
- 3.3 As a result, there have been changes to what is reported to service committees on scheme progress. In future reports, as with this report, there will be greater focus on scheme progress in the Annex to the report, with a form being completed by the relevant Head of Service, detailing:
 - Progress Status
 - Reasons for the Progress Status
 - Information on Key Tasks and Milestones and Progress with these
 - Risk and Issues and how these are being addressed.
 - Any actions needed to keep the scheme on track.
- 3.4 These are provided for each scheme at Annex 1 to this report, providing the opening plans for each scheme. These will be updated and modified by the relevant scheme Head of Service as the year progresses.
- 3.5 It is important that committee members take full ownership of the capital schemes that are reported and challenge the relevant Head of Service and/or Director where necessary on the progress being made.
- 3.6 During the closure of our capital accounts there may be some slippage on schemes in the current financial year, 2023/24. A report will be brought to a future meeting of this Committee giving details of any slippage on 2023/24 capital schemes.
- 4 UK SHARED PROSPERITY CAPITAL SCHEMES
- 4.1 Additional schemes that also fall under this committee but reported on through a different reporting regime are those schemes that fall under the UK Shared Prosperity Fund. For information, the 6 schemes that are budgeted for in 2024/25, which total £654,110, are shown below:

Cost Centre	Scheme	Budget for 2024/25 £
CMIMP	Clitheroe Market Improvements (UKSPF) <i>Moved from 2023/24</i>	172,600
TWEVS	Townley Garden Event Space (UKSPF) <i>Moved from 2023/24</i>	98,680
PMPTK	Pump Track, Longridge (UKSPF) <i>Moved from 2023/24</i>	58,680
BCCPK	Barrow Community Space - Car Park (UKSPF)	25,000
BCMSP	Barrow Community Space (UKSPF)	199,150
WHEDF	Whalley Education Foundation (UKSPF)	100,000
	Total – Policy and Finance Committee	654,110

- 4.2 As with the other standard schemes under this committee, for UK Shared Prosperity Schemes there may be some slippage on schemes in the current financial year, 2023/24. A report will be brought to a future meeting of this Committee giving details of any slippage on 2023/24 UK Shared Prosperity Fund capital schemes.

5 CONCLUSION

5.1 This Committee has an approved 2024/25 capital programme of £1,101,510 for 14 schemes:

Scheme Type	Number of Schemes	Budget for 2024/25 £
Standard Committee Schemes	8	447,400
UK Shared Prosperity Capital Schemes	6	654,110
TOTALS	14	1,101,510

5.2 More detailed reporting will be undertaken on scheme progress within the new format Annex 1 for the standard committee schemes, whilst the existing separate detailed reporting arrangements for the UK Shared Prosperity capital schemes will continue as present.

5.3 Any slippage on schemes in the 2023/24 capital programme will be reported to this Committee.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

PF28-24/LO/AC
28 March 2024

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

AIRCN - CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
AIRCN: Replacement Air Conditioning Units in Server Room	Head of Financial Services (Lawson Oddie)	Director of Resources and Deputy Chief Executive (Jane Pearson)	Policy and Finance Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year	BLUE: Scheme Fully Closed/Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed in year
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REASONS FOR CURRENT PROGRESS STATUS

The replacement of the units currently remains in the capital programme as they have been in place for a good number of years. They currently show no signs of needing to be replaced, but due to the reliance that is placed on the units in the running of the council's vital ICT services, a further review will be undertaken later in the year. If this review means that replacement is not need in year, then the scheme will be pushed back to 2025/26.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Review of Units with Potential Suppliers to Establish Need for Replacement	May 2024	0%		ICT Infrastructure Officer and ICT Manager	Should the review of the units mean that replacement is not needed, then the scheme will be stopped and moved to 2025/26
Develop specification/site visit from providers	June 2024	0%		ICT Infrastructure Officer and ICT Manager	
Receipt of quotes for Works	July 2024	0%		ICT Infrastructure Officer	
Place Purchase Order for the Works	August 2024	0%		ICT Infrastructure Officer and ICT Manager	
Works Undertaken	September 2024	0%		ICT Infrastructure Officer	

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Availability of Contractors	ICT Infrastructure Officer	26 March 2024	Not an issue at this stage	
ICT Staff Availability	ICT Manager	26 March 2024	Not an issue at this stage	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED
n/a at this stage			

BRKFT - CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
BRKFT: Replacement of Brookfoot Footbridge, Ribchester	Head of Engineering Services (Winston Robinson)	Director of Community Services (Adam Allen)	Policy and Finance Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year	BLUE: Scheme Fully Closed/Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed in year
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REASONS FOR CURRENT PROGRESS STATUS

The plans are for this work to be completed in year, although there are some concerns regarding the Environment Agency staff availability.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Topographical survey completed.	July 2023	100%	July 2023	Head of Engineering Services	The Environment Agency have no resources 2023 - 2024 to assist, so the principal works will have to be delayed at least until July 2024, after the fish spawning season.
Tree survey completed. A small number of trees to be felled Jan 2024 - Mar 2024.	March 2024	0%		Head of Engineering Services	
Design Completed	May 2024	0%		Head of Engineering Services	
Environment Agency Approval	June 2024	0%		Head of Engineering Services	
Tender the Works	July 2024	0%		Head of Engineering Services	
Administration of Contract	December 2024	0%		Head of Engineering Services	

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Inclement Weather	Head of Engineering Services	4 March 2024	Should this become an issue then we would need to suspend works in particularly bad weather. Duddel Brook is susceptible to flash flooding with quickly rising water levels, too dangerous to work over.	
Availability of and demands of Environment Agency (EA)	Head of Engineering Services	4 March 2024	Engage with Environment Agency during the design process.	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED
n/a at this stage			

COMLU - CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
COMLU: Council Offices Mains and LED Lighting Upgrade	Head of Engineering Services (Winston Robinson)	Director of Community Services (Adam Allen)	Policy and Finance Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year	BLUE: Scheme Fully Closed/Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed in year
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REASONS FOR CURRENT PROGRESS STATUS

The LED lighting upgrade work was completed under this scheme within the budget in 2023/24. The remaining works under this scheme is for the Mains Upgrade and is intrinsically linked with the other scheme under this committee for the Council Offices Solar Panels. At this stage the scheme is programmed to be completed in year.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Lighting Upgrade	August 2023	100%	March 2024	Principal Surveyor	
Power Supply Survey, Specification and Tender	April 2024	0%		Principal Surveyor	Appointing Consultants, with the works tendered to three contractors
Power Supply Upgrade	August 2024	0%		Principal Surveyor	

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Power down to each individual floor	Principal Surveyor	4 March 2024	Discuss with the Service Heads/DWP on each floor. Weekend work to minimise disruption. Alternative power supply such as diesel generator	
Insufficient Resources	Principal Surveyor/Head of Service	4 March 2024	Consultants to provide estimate before tendering	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED
n/a at this stage			

FIREW - CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
FIREW: Firewall Refresh	Head of Financial Services (Lawson Oddie)	Director of Resources and Deputy Chief Executive (Jane Pearson)	Policy and Finance Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year	BLUE: Scheme Fully Closed/Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed in year
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REASONS FOR CURRENT PROGRESS STATUS

The 2023/24 financial year includes a scheme for the Network Infrastructure. This is part of a wider package of schemes that are all interrelated and overlap to some extent with this Firewall Refresh scheme. As work is still progressing on the other schemes, the exact nature of what is needed under this scheme has yet to be established as it may be satisfied through work on the Network Infrastructure scheme. However, this budget may still be needed to supplement the other schemes.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Establish final scope of the Network Infrastructure scheme to understand whether this separate scheme is needed	June 2024	0%		ICT Manager and ICT Infrastructure Officer	If this separate scheme is not needed, it is likely that the budget will instead be needed to supplement the other related ICT capital schemes
Development of Draft Specification	July 2024	0%		ICT Manager and ICT Infrastructure Officer	
Soft market testing	August 2024 to September 2024	0%		ICT Manager and ICT Infrastructure Officer	
Request for Quotes	October 2024	0%		ICT Manager, Head of Financial Services and Procurement Assistant	
Award of Contract	November 2024	0%		ICT Manager, Head of Financial Services and Procurement Assistant	
Installation of Solution	December 2024 onwards	0%		ICT Manager and ICT Infrastructure Officer	Will be dependent on supplier lead times

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
ICT Staff Availability	ICT Manager	28 March 2024		
Supplier Lead Times	ICT Manager	28 March 2024	Not an issue at this stage, but consideration will be given to this when reviewing solutions and quotes.	
Available Budget	ICT Manager and Head of Financial Services	28 March 2024	Not an issue at this stage, but if it were to be then alternative solutions would be considered that can be achieved within budget, or additional budget sought from committee if this were needed.	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED
n/a at this stage			

RPLPC - CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
RPLPC: Replacement PCs	Head of Financial Services (Lawson Oddie)	Director of Resources and Deputy Chief Executive (Jane Pearson)	Policy and Finance Committee	BLACK

Status Key

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

Due to the many other schemes falling to the ICT team and as the support for Windows 10 is not being withdrawn until October 2025, it has been decided to move this scheme to the 2025/26 financial year. However, much work will still need to be done on this scheme in advance of the 2025/26 financial year to ensure a speedy implementation in that year. As a result, this scheme is flagged with a status of 'Black', as no longer needed in this financial year, although preparation works (at no cost) will still be undertaken during 2024/25.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Scheme to be moved to 2025/26 financial year					

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Scheme to be moved to 2025/26 financial year				

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a			

RREPS - CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
RREPS: Revenues and Benefits Replacement Server	Head of Financial Services (Lawson Oddie)	Director of Resources and Deputy Chief Executive (Jane Pearson)	Policy and Finance Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year	BLUE: Scheme Fully Closed/Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed in year
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REASONS FOR CURRENT PROGRESS STATUS

Software that supports the NEC Revenues and Benefits system will not be available on Oracle SPARC platforms from December 2024. This deadline means that we will need to migrate to a new hardware platform pre-December 2024.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Liaise with NEC Software Solutions to provide specification	April 2024	0%		ICT Manager	
Request for Quotes	May 2024	0%		ICT Manager	
Award of Contract	June 2024	0%		ICT Manager	
Installation of Solution	August 2024	0%		ICT Manager	Will be dependent on supplier lead times
Migration from Current Platform to New	August 2024 to September 2024	0%		ICT Manager	

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
ICT Staff Availability	ICT Manager	28 March 2024		
Supplier Lead Times	ICT Manager	28 March 2024	Not an issue at this stage, but consideration will be given to this when reviewing solutions and quotes.	

ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Not meeting the December 2024 Deadline for Installation	ICT Manager	28 March 2024	Not an issue at this stage, but if were to become an issue then the project would be prioritised.	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED
n/a at this stage			

SOLAR - CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
SOLAR: Council Offices Solar Panels	Head of Engineering Services (Winston Robinson)	Director of Community Services (Adam Allen)	Policy and Finance Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year	BLUE: Scheme Fully Closed/Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed in year
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REASONS FOR CURRENT PROGRESS STATUS

We are now at a position where the specification has been produced and sent out to potential providers for quotes. This work can not be started until the Council Offices Mains Upgrade works are complete, and so the schemes are intrinsically linked.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Distribution Network Operator (DNO) Application	March 2024	100%	March 2024	Principal Surveyor	A DNO approval has been granted previously but has time-lapsed so a new application is required.
Report/System Design/Quotations	April 2024	0%		Principal Surveyor	
Contract Administration – tender for works	June 2024	0%		Principal Surveyor/Head of Engineering Service	Need to negotiate start date
Scaffolding Installation	August 2024	0%		Principal Surveyor/Head of Engineering Service	Decision to be made on whether to contract these works separately
Scheme start date	End September 2024	0%		Principal Surveyor/Head of Engineering Service	
Scheme Completion	End October 2024	0%		Principal Surveyor/Head of Engineering Service	Risks here associated with the weather

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Weather	Principal Surveyor/Head of Engineering Service	4 March 2024	Programme to complete before Autumn 2024	
Resources	Principal Surveyor/Head of Service	4 March 2024	The risk to resources will be balanced on return of the quotations and the amount of works will be adjusted accordingly to match the budget.	
Conservation Area Approval	Principal Surveyor/Head of Service	4 March 2024	Pre-application advice	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED
n/a at this stage			

TECHF - CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
TECHF: Technology Forge Upgrade	Head of Legal Services (Mair Hill)	Chief Executive (Marshal Scott)	Policy and Finance Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year	BLUE: Scheme Fully Closed/Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed in year
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REASONS FOR CURRENT PROGRESS STATUS

Discussions have been held with our incumbent supplier to confirm the costing for the scheme and to ensure this still fell within budget. This was as our incumbent supplier was recently bought by another company. This has since been confirmed and discussion on lead times and project plans have taken place. Terms and Conditions of contract have been checked, with a Purchase Order now to be placed. It is planned that the work will commence after the May elections and after the final accounts process has been completed in order to ensure availability of key staff. This is conditional on the lead times in place at the point of placing the order.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Confirmation of Scheme Costings following new ownership of company.	February 2024	100%	February 2024	Head of Financial Services	Revised scheme costings fall within budget
Terms and Condition of contract reviewed by Legal Services	March 2024	100%	March 2024	Head of Legal Services	
Place Purchase Order	April 2024	0%		Head of Legal Services	
Commencement of Works	June 2024	0%		Head of Legal Services, Head of Financial Services and Head of Engineering Services	
Testing of System	November 2024	0%		Head of Legal Services, Head of Financial Services and Head of Engineering Services	
Go Live for System	January 2025	0%		Head of Legal Services, Head of Financial Services and Head of Engineering Services	

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Extended Lead in Time from software supplier due to demand	Head of Legal Services	26 March 2024	Not an issue at this stage. If it were to present as an issue, then regular meetings would be held with the supplier to push the project to completion within the financial year	
Availability of staff for system testing	Head of Legal Services, Head of Financial Services and Head of Engineering Services	26 March 2024	Not an issue at this stage. If it were to present as an issue, then the key Heads of Service involved will ensure that staff resources are freed to ensure that the relevant tasks can be completed.	
Capital Accounting Module not available for Year End Process 2024/25	Head of Financial Services	26 March 2024	Not an issue at this stage. If it were to present as an issue, then it would be ensured through the supplier that the old version of the system remained available for the closure of accounts process in 2025.	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED
n/a at this stage			