

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

meeting date: 12 NOVEMBER 2024
title: CAPITAL MONITORING 2024/25
submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE
principal author: JEAN WADDINGTON

1 PURPOSE

- 1.1 To report the progress on this Committee's 2024/25 capital programme for the period to the end of September 2024.
- 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 2024/25 CAPITAL PROGRAMME BACKGROUND

Main Committee schemes

- 2.1 There were 8 capital schemes that were originally approved for this committee totalling £447,400 (including budget and schemes moved from 2023/24). These were approved by the Policy and Finance Committee and Full Council at their meetings in February 2024 and March 2024 respectively.
- 2.2 At the 2023/24 year end it was identified that there were 6 schemes that had not been completed. The balance of budget for these schemes was £224,200, and the transfer of this budget to the 2024/25 financial year is known as slippage and was approved by this committee at the meeting held on 18 June 2024.
- 2.3 A summary of these schemes is shown at Annex 1 and detailed progress monitoring sheets are shown at Annex 2.

UK Shared Prosperity Fund and Rural England Prosperity Fund Schemes

- 2.4 Additional schemes on the capital programme in respect of the UK Shared Prosperity Fund/Rural England Prosperity Fund and reportable to this committee are shown at Annex 3. There were 6 capital schemes that were originally approved for this committee totalling £654,110 (including budget and schemes moved from 2023/24).
- 2.5 At the 2023/24 year end it was identified that there were 3 UKSPF schemes that had not been completed. The balance of these schemes was £48,970 and the approval of the transfer of this into the 2024/25 financial year was also approved at the meeting on 18 June 2024.
- 2.6 At meetings of this Committee on 9 April and 18 June and 10 September 2024 an additional twenty schemes were approved under the Rural England Prosperity Fund (REPF) and a further two schemes and the UK Shared Prosperity Fund (UKSPF).

2.7 Following these approvals there are currently eleven UKSPF schemes with a total approved budget of £992,390, and twenty REPF schemes with a total approved budget of £807,250. A summary of all schemes in respect of the UK Shared Prosperity Fund and Rural England Prosperity Fund are shown at Annex 3.

3 CAPITAL MONITORING 2024/25 – MAIN COMMITTEE SCHEMES

3.1 The table below summarises the position on the capital programme for the main Policy and Finance Committee schemes.

	Policy and Finance Committee Schemes	
	Scheme Count	£
Original Estimate 2024/25	3	189,300
Schemes and Budget moved from 2023/24	5	258,100
Total Original Estimate as per Budget Book	8	447,400
Slippage from 2023/24	4	224,200
Schemes merged August 2024	-2	0
Additional Approvals in year 2024/25	0	0
Current Total Approved Budget 2024/25	10	671,600
Actual Spend and Commitments – April to September		76,458
Remaining Budget as at the end of September 2024		595,142

3.2 Looking at the main Policy and Finance Committee Schemes, there is total of spend and commitments to the end of September 2024 of £76,458, or 11.4% of the capital programme for these schemes.

3.3 Shown at Annex 1 is a table showing a breakdown of the position at the end of July by scheme.

3.4 Annex 2 provides a summary of each of the schemes and the current position on progress.

4 CAPITAL MONITORING 2024/25 – UK SHARED PROSPERITY FUND AND RURAL ENGLAND PROSPERITY FUND SCHEMES

4.1 The table below summarises the position on the UK Shared Prosperity Fund Schemes, which for reporting purposes fall under the capital programme for this committee.

	UK Shared Prosperity Fund Schemes	
	Scheme Count	£
Original Estimate 2024/25	3	324,150
Schemes and Budget moved from 2023/24	3	329,960
Total Original Estimate as per Budget Book	6	654,110
Slippage from 2023/24	3	48,970
Additional Approvals in year 2024/25	22	363,100
Current Total Approved Budget 2024/25	31	1,799,640
Actual Spend and Commitments – April to September		288,000
Remaining Budget as at the end of September 2024		1,511,640

4.2 Here, there is a total of spend and commitments to the end of September 2024 of £288,000, or 16.0% of the capital programme for these schemes.

4.3 Shown at Annex 3 is a table showing a breakdown of the position at the end of September by scheme. Progress reports on UK Shared Prosperity Fund and Rural England Prosperity Fund schemes is reported separately to committee on a regular basis.

5 CONCLUSION

5.1 At the end of September 2024 £76,458, had been spent or committed on the main Policy and Finance Committee schemes, equating to 11.4% of the capital programme for these schemes.

5.2 The position on the 10 schemes at the end of September can be summarised as shown below:

Current Position	Current Status	Scheme Count	Full Year Budget £	Spend and Commitments to 30 Sept 2024 £	Remaining Budget as at 30 Sept 2024 £
Scheme is underway but unlikely to be completed within the financial year.	RED	2	122,420	9,950	112,470
Scheme will/has missed some key targets but the overall end date within the financial year will be met.	AMBER	4	416,480	42,054	198,397
Scheme on track with targets and will be completed within the financial year.	GREEN	2	51,400	24,454	202,975
Scheme fully completed.	BLUE	0	0	0	0
Scheme is unable to be started in year or no longer needed in this financial year.	BLACK	2	81,300	0	81,300
Total		10	671,600	76,458	595,142

5.3 Looking at the UK Shared Prosperity Fund and Rural England Prosperity Fund schemes, at the end of September 2024 £288,000 had been spent or committed, equating to 16.0% of the capital programme for these schemes.

5.4 The position on these 31 schemes at the end of September can be summarised as shown below:

Current Position	Current Status	Scheme Count	Full Year Budget £	Spend and Commitments to 30 Sept 2024 £	Remaining Budget as at 30 Sept 2024 £
Scheme is underway but unlikely to be completed within the financial year.	RED	0	0	0	0
Scheme will/has missed some key targets but the overall end date within the financial year will be met.	AMBER	3	323,430	0	323,430
Scheme on track with targets and will be completed within the financial year.	GREEN	24	1,307,620	238,115	1,069,505
Scheme fully completed.	BLUE	4	168,590	49,885	118,705
Scheme is unable to be started in year or no longer needed in this financial year.	BLACK	0	0	0	0
Total		31	1,799,640	288,000	1,511,640

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES AND
DEPUTY CHIEF EXECUTIVE

PF61-24/JW/AC
OCTOBER 2024

For further background information please ask for Jean Waddington.
BACKGROUND PAPERS – None

ANNEX 1

Main Policy and Finance Committee Capital Programme 2024/25

Cost Centre	Cost Centre Name	Original Estimate 2024/25	Budget Moved From 2023/24	Slippage from 2023/24	Additional Approvals 2024/25	Current Total Approved Budget 2024/25	Total Actual and Commitments April to Sept 2024	Remaining Budget as at 30 Sept 2024	Percentage of Budget Spent/ Committed as at 30 Sept 2024	Current Status
AIRCN	Replacement Air Conditioning Units in Server Room		10,700			10,700		10,700	0.0%	BLACK
BRKFT	Brookfoot Footbridge Replacement - Ribchester		106,000	3,390		109,390		109,390	0.0%	RED
COMLU	Council Offices Mains and LED Lighting Upgrade		90,000	-920		89,080	7,458	81,622	8.4%	AMBER
ERECR	E-Recruitment System Including On-Boarding			13,030		13,030	9,950	3,080	76.4%	RED
ITINF	ICT Infrastructure Refresh			116,600		116,600	34,003	82,597	29.2%	AMBER
NTWRK	Network Infrastructure	23,700		92,100		115,800		115,800	0.0%	AMBER
RPLPC	Replacement PCs	70,600				70,600		70,600	0.0%	BLACK
RREPS	Revenues and Benefits Replacement Server		24,000			24,000		24,000	0.0%	GREEN
SOLAR	Council Office Solar Panels	95,000				95,000	593	94,407	0.6%	AMBER
TECHF	Technology Forge Upgrade		27,400			27,400	24,454	2,946	89.2%	GREEN
		189,300	258,100	224,200	0	671,600	76,458	595,142	11.4%	

Policy and Finance Committee Capital Scheme Status Report 2024/25

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	BLACK

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 needed in year, then the scheme will be pushed back to 2025/26.

Update August 2024: The air conditioning units have now been serviced and there are no identified issues. Therefore, it is recommended that this scheme be moved to the 2025/26 financial year at the revised estimate.

Update November 2024: No change from August 2024

Policy and Finance Committee Capital Scheme Status Report 2024/25

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	100%	July 2024	ICT Infrastructure Officer and ICT Manager	The review of the units has confirmed that replacement is not needed. Therefore it is recommended that the scheme be moved to 2025/26
Scheme to be moved to 2025/26 at the Revised Estimate	January 2025	0%		Senior Accountant	

RISK AND ISSUE HISTORY

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

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

Policy and Finance Committee Capital Scheme Status Report 2024/25

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	RED
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

REASONS FOR CURRENT PROGRESS STATUS

The Environment Agency (EA) have no resources to assist with the design during 2024-2025. In addition, the EA have procured Jacobs Consultancy to undertake catchment watercourse modelling which will inform the design. The modelling is unlikely to be completed before the end of March 2025. For these reasons it is recommended that all but £2,000 of the budget be slipped into 2025-2026. The £2,000 will be used this year to carry-out some arboricultural works adjacent to the existing bridge, removing self-seeded trees growing out of the bridge abutments.

Policy and Finance Committee Capital Scheme Status Report 2024/25

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 2025 - Mar 2025.	July 2024	100%	July 2024	Head of Engineering Services	Survey completed and recommendations made for the tree felling and other arboricultural works in the dormant season Jan 2025- March 2025
Tree Felling and other Arboricultural Works	Jan 2025 – March 2025	0%		Head of Engineering Services	
Design Completed	On hold	0%		Head of Engineering Services	
Environment Agency Approval	On hold	0%		Head of Engineering Services	
Tender the Works	On hold	0%		Head of Engineering Services	
Administration of Contract	On hold	0%		Head of Engineering Services	

Policy and Finance Committee Capital Scheme Status Report 2024/25

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. 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.	The EA currently have no resources to assist, scheme on hold.

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

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

Policy and Finance Committee Capital Scheme Status Report 2024/25

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	AMBER

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 work under this scheme is for the Mains Upgrade, which 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. The successful tender for the Mains Upgrade work is valued at £98,487. The remaining budget, as of October 2024 after completion of the lighting upgrade, is £89,080 with £7,458 of this sum committed to consultants for the design, tender and contract administration of the Mains Upgrade works. This leaves a balance of £81,622 which is a shortfall of £16,865.

The current progress status has been amended to Amber to reflect the potential delay that could be caused by the need to seek additional funding.

Policy and Finance Committee Capital Scheme Status Report 2024/25

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	Jan 2024	100%	Jan 2024	Principal Surveyor	Appointing Consultants, with the works tendered to three contractors
Specification and Quotes	Sept 2024	50%		Principal Surveyor	
Power Supply Upgrade	Nov 2024- Dec2024	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	

Policy and Finance Committee Capital Scheme Status Report 2024/25

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

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

Policy and Finance Committee Capital Scheme Status Report 2024/25

ERECR - CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
ERECR: E-Recruitment System (including On-boarding)	Head of HR	Chief Executive (Marshal Scott)	Policy and Finance Committee	RED

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

Progress has been hindered due to issues around software functionality compared to that advertised. A meeting has been held with the software company in order to help seek a resolution to the issue and a way forward. Discussions internally are ongoing.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Hold discussions with the software company in order to seek a resolution	Over the coming months	30%		Head of HR and Chief Executive	Discussions are underway

Policy and Finance Committee Capital Scheme Status Report 2024/25

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Scheme is unable to continue	Head of Legal Services and Chief Executive	July 2024		

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

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

Policy and Finance Committee Capital Scheme Status Report 2024/25

ITINF – CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

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

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

Recently implemented new corporate backup solution to support immutable and air-gapped backups. For the next part of the scheme, currently writing technical specification for tender to replace our current converged server infrastructure.

November update: third party assistance in progressing the remainder of the scheme is being sought. This is due to availability of in-house staff resources within our ICT team to progress these works, because of other work pressures, and being a small team.

Policy and Finance Committee Capital Scheme Status Report 2024/25

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Investigate immutable backup solutions	January 2024	100%	January 2024	ICT Manager and ICT Infrastructure Officer	
Liaise with prospective suppliers for immutable backup solution	January 2024	100%	January 2024	ICT Manager and ICT Infrastructure Officer	
Select supplier based on quotes received for immutable backup solution	May 2024	100%	May 2024	ICT Manager	
Implementation of immutable backup solution	July 2024	100%	July 2024	ICT Manager and ICT Infrastructure Officer	
Investigate converged server infrastructure	October 2023	100%	May 2024	ICT Manager and ICT Infrastructure Officer	
Liaise with prospective suppliers for converged server infrastructure	October 2023	100%	May 2024	ICT Manager and ICT Infrastructure Officer	

Policy and Finance Committee Capital Scheme Status Report 2024/25

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Complete technical specification for converged server infrastructure	September 2024	60%		ICT Manager	
Seek third party assistance in progressing the remainder of the scheme	October 2024	50%		Head of Financial Services and ICT Manager	
Tender through Framework for converged server infrastructure	October 2024	0%		ICT Manager and Procurement Assistant	
Select supplier based on quotes received for immutable backup solution	December 2024	0%		ICT Manager	
Implementation of immutable backup solution	February 2025	0%		ICT Manager and ICT Infrastructure Officer	Dependent upon lead times
Migrate current virtual servers to new infrastructure	February 2025	0%		ICT Manager and ICT Infrastructure Officer	

Policy and Finance Committee Capital Scheme Status Report 2024/25

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
ICT Staff Availability	ICT Manager	January 2024		
Supplier Lead Times	ICT Manager	January 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	January 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.	
Availability of Third-Party Assistance	ICT Manager and Head of Financial Services	October 2024	Third party assistance is being sought, but there is a risk that either assistance may not be available within timeframe, or costs may be prohibitive.	

Policy and Finance Committee Capital Scheme Status Report 2024/25

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED
To consider the use of consultants to assist in progressing the scheme through the next stages	ICT Manager and Head of Financial Services		

Policy and Finance Committee Capital Scheme Status Report 2024/25

NTWRK – CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

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

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

Liaising with prospective suppliers to investigate potential solutions. A discussion needs to be had internally to discuss whether WiFi access should be available throughout the council offices, and/or to replace the majority of wired network connections. Part of the potential solution will incorporate new corporate firewalls to allow the segregation of the network into distinct security zones.

This scheme now includes the budgets from the previously separate schemes of:

£ 30,000 NTWRK (Network Infrastructure)

£ 23,700 FIREW (Firewall Refresh)

£ 62,100 CYBER (Cyber Security Solutions Refresh)

£115,800 TOTAL

November update: third party assistance in progressing the remainder of the scheme is being sought. This is due to availability of in-house staff resources within our ICT team to progress these works, because of other work pressures, and being a small team.

Policy and Finance Committee Capital Scheme Status Report 2024/25

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 all separate ICT schemes are needed in isolation, or whether they should be brought together.	June 2024	100%		ICT Manager and ICT Infrastructure Officer	
Development of Draft Specification	July 2024	0%		ICT Manager and ICT Infrastructure Officer	This will now include all scheme elements, since this now incorporates 3 previously separate capital schemes
Soft market testing	August 2024 to September 2024	35%		ICT Manager and ICT Infrastructure Officer	Discussion with potential vendors.
Seek third party assistance in progressing the remainder of the scheme	October 2024	50%		Head of Financial Services and ICT Manager	
Request for Quotes	October 2024	0%		ICT Manager, Head of Financial Services and Procurement Assistant	

Policy and Finance Committee Capital Scheme Status Report 2024/25

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
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.	

Policy and Finance Committee Capital Scheme Status Report 2024/25

ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Availability of Third-Party Assistance	ICT Manager and Head of Financial Services	October 2024	Third party assistance is being sought, but there is a risk that either assistance may not be available within timeframe, or costs may be prohibitive.	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED
To consider the use of consultants to assist in progressing the scheme through the next stages	ICT Manager and Head of Financial Services		

Policy and Finance Committee Capital Scheme Status Report 2024/25

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

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.

Policy and Finance Committee Capital Scheme Status Report 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			

Policy and Finance Committee Capital Scheme Status Report 2024/25

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

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.

Update August: The module within NEC Revenues and Benefits that becomes unsupported from December 2024 is currently being migrated to a new Linux server within our virtual server environment. Need to confirm with NEC when/if the full Revenues and Benefits product will no longer be supported on Oracle SPARC platform.

November update: third party assistance in progressing the remainder of the scheme is being sought. This is due to availability of in-house staff resources within our ICT team to progress these works, because of other work pressures, and being a small team. However, due to the workaround provided by NEC this scheme may potentially be moved to 2025/26 if not undertaken by a third-party.

Policy and Finance Committee Capital Scheme Status Report 2024/25

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	50%	Ongoing	ICT Manager	
NEC Provide Alternative Solution for ORDS support	May 2024	100%	May 2024	ICT Manager	
Alternative ORDS solution implemented.	September 2024	85%		ICT Manager	
Speak with NEC to confirm potential de-support dates for the full product on Oracle SPARC platform	September 2024	0%			
Seek third party assistance in progressing the remainder of the scheme	October 2024	50%		Head of Financial Services and ICT Manager	

Policy and Finance Committee Capital Scheme Status Report 2024/25

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.	
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			

Policy and Finance Committee Capital Scheme Status Report 2024/25

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	AMBER

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 specification has been produced by Consultants which includes voltage optimisation works and the photo-voltaic (solar) roof panels. This work cannot be started until the Council Offices Mains Upgrade works are complete. With these schemes intrinsically linked, it is anticipated that the solar panel works will be undertaken Jan 2025 – March 2025. The available budget for these works is £95,000. To date £593 has been spent on a planning application and a number of minor incidentals, leaving a budget of £94,407. The lowest quotation for the solar panel work is £90,851 which leaves a balance of £3,556 in the budget for the voltage optimisation works which is anticipated to cost £15,000, a shortfall of £11,444.

The current progress status has been amended to Amber to reflect the potential delay that could be caused by the need to seek additional funding.

Policy and Finance Committee Capital Scheme Status Report 2024/25

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	July 2024	40%		Principal Surveyor	Voltage Optimisation testing completed
Planning Application	Sept 2024	0%		Principal Surveyor	Application submitted July 2024, decision expected in Sept. 2024.
Contract Administration – tender for works	Oct 2024	0%		Principal Surveyor/Head of Engineering Service	Need to negotiate start date
Scaffolding Installation	Jan 2025	0%		Principal Surveyor/Head of Engineering Service	Risks here associated with the weather
Scheme start date	February 2025	0%		Principal Surveyor/Head of Engineering Service	Risks here associated with the weather
Scheme Completion	March 2025	0%		Principal Surveyor/Head of Engineering Service	Risks here associated with the weather

Policy and Finance Committee Capital Scheme Status Report 2024/25

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			

Policy and Finance Committee Capital Scheme Status Report 2024/25

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

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.

Update at August 2024: Project plan has been agreed and the works will be undertaken in the coming months with completion forecast to be completed in year. The Capital accounting module will not be able to be migrated until the Statement of Accounts have been signed off by the external auditors, so this may add delays to the project as the audit has yet to start.

Policy and Finance Committee Capital Scheme Status Report 2024/25

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	100%		Head of Legal Services	
Commencement of Works	June 2024	50%		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	

Policy and Finance Committee Capital Scheme Status Report 2024/25

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.	

Policy and Finance Committee Capital Scheme Status Report 2024/25

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

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

UKSPF and REPF Capital Programme 2024/25

Cost Centre	Cost Centre Name	Original Estimate 2024/25	Budget Moved From 2023/24	Slippage from 2023/24	Additional Approvals 2024/25	Current Total Approved Budget 2024/25	Total Actual and Commitments April to Sept 2024	Remaining Budget as at 30 Sept 2024	Percentage of Budget Spent/ Committed as at 30 Sept 2024	Current Status
ABCCP	REPF - Aighton Bailey Chaigley Car Park				43,680	43,680	0	43,680	0%	BLUE
BBBPB	REPF - Bolton by Bowland and Paythorne Broadband				50,000	50,000	0	50,000	0%	GREEN
BCCPK	UKSPF - Barrow Community Space Car Park	25,000				25,000	0	25,000	0%	AMBER
BCMSP	UKSPF - Barrow Community Space	199,150				199,150	0	199,150	0%	AMBER
BESFP	REPF - Brabins Endowed School Footpath				24,910	24,910	0	24,910	0%	BLUE
BFPTH	UKSPF - Brungerley Footpaths				150,000	150,000	0	150,000	0%	GREEN
CHPSP	REPF - Chipping Solar Panels				23,200	23,200	0	23,200	0%	GREEN
CMIMP	UKSPF - Clitheroe Market Improvements		172,600	-2,400		170,200	9,039	161,161	5%	GREEN
EDCHP	UKSPF - Edisford Charging Points				29,120	29,120	0	29,120	0%	GREEN
EVCPS	REPF - Electric Vehicle Charging Points			50,000		50,000	49,885	115	100%	BLUE
GRGSP	REPF - Grindleton Rec Ground Charity Solar Panels & Batt				30,190	30,190	0	30,190	0%	GREEN
GRSAB	REPF - Grindleton and Sawley B4RN				50,000	50,000		50,000	0%	GREEN
HGFSP	REPF - Hurst Green FC Solar Panels				35,000	35,000	35,000	0	100%	GREEN

UKSPF and REPF Capital Programme 2024/25

Cost Centre	Cost Centre Name	Original Estimate 2024/25	Budget Moved From 2023/24	Slippage from 2023/24	Additional Approvals 2024/25	Current Total Approved Budget 2024/25	Total Actual and Commitments April to Sept 2024	Remaining Budget as at 30 Sept 2024	Percentage of Budget Spent/ Committed as at 30 Sept 2024	Current Status
LGOPL	REPF - Langho 3G Pitch and Lighting				50,000	50,000	0	50,000	0%	GREEN
LRCHP	UKSPF - Longridge Charging Points				32,590	32,590	0	32,590	0%	GREEN
MPGEQ	REPF - Mellor Playground Equipment				41,800	41,800	0	41,800	0%	GREEN
MPIMP	UKSPF - Market Place Street Improvements				150,000	150,000	0	150,000	0%	GREEN
PMPTK	UKSPF - Pump Track Longridge		58,680	770		59,450	76	59,374	0%	GREEN
RPCBP	REPF - Ribchester Parish Council Broadband Project				50,000	50,000	0	50,000	0%	BLUE
RPCCT	REPF - Ramsgreave Parish Council Composting Toilet				8,480	8,480	0	8,480	0%	GREEN
RRAMF	REPF - Rimington Recreation Assoc MF Surface				37,740	37,740	0	37,740	0%	GREEN
SHLPA	UKSPF - Salthill Play Area				100,000	100,000	94,000	6,000	94%	GREEN
SMHAC	REPF - Salesbury Memorial Hall Safe Access for Everyone				47,360	47,360	0	47,360	0%	GREEN
SPCRG	REPF - Sabden Parish Council Recreation Ground Improvemen				9,930	9,930	0	9,930	0%	GREEN
SVHEV	REPF - Sabden Village Hall Green Car Park and EV Charging				12,270	12,270	0	12,270	0%	GREEN

UKSPF and REPF Capital Programme 2024/25

Cost Centre	Cost Centre Name	Original Estimate 2024/25	Budget Moved From 2023/24	Slippage from 2023/24	Additional Approvals 2024/25	Current Total Approved Budget 2024/25	Total Actual and Commitments April to Sept 2024	Remaining Budget as at 30 Sept 2024	Percentage of Budget Spent/ Committed as at 30 Sept 2024	Current Status
TWEVS	UKSPF - Townley Garden Event Space		98,680	600		99,280	0	99,280	0%	AMBER
WBDAC	REPF - West Bradford Disabled Access				20,230	20,230	0	20,230	0%	GREEN
WHEDF	UKSPF - Whalley Education Foundation	100,000			27,600	127,600	100,000	27,600	78%	GREEN
WILFC	REPF - Wilpshire Creation of Football Pitches				38,000	38,000	0	38,000	0%	GREEN
WPCCG	REPF - Wiswell Parish Council Coronation Gardens				13,540	13,540	0	13,540	0%	GREEN
WPGEQ	REPF - Wilpshire Playground Equipment				20,920	20,920	0	20,920	0%	GREEN
		324,150	329,960	48,970	1,096,560	1,799,640	288,000	1,511,640	16.0%	