

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 20a

meeting date: 21 SEPTEMBER 2010
title: CAPITAL MONITORING 2010/11
submitted by: DIRECTOR OF RESOURCES
principal author: NEIL SANDIFORD

1 PURPOSE

- 1.1 To inform members of progress to the end of August with the capital programme for this committee for the current financial year.

2 BACKGROUND

- 2.1 Following recommendations by a special meeting of Policy and Finance Committee on 9 February, full Council approved the capital programme on 2 March 2010.
- 2.2 For 2010/11 there were 2 schemes originally approved for this Committee totalling £32,750. This has since been added to for slippage and additional approvals.

3 2010/11 SCHEMES

- 3.1 The programme for the year consists of schemes slipped from 2009/10 and also new schemes approved as part of the council's 5 year capital programme.
- 3.2 Annex 1 shows the full programme by scheme along with the budget and expenditure to date.
- 3.3 Responsible officers have been asked to update the capital evaluation sheets to give an indication of progress with their schemes. These are attached at Annex 2.

4 CONCLUSION

- 4.1 Progress has been made on some schemes with others yet to commence.
- 4.2 Members should consider the report and make any comments regarding specific schemes felt necessary.

NEIL SANDIFORD
TECHNICAL ACCOUNTANT

PF49-10/NS/AC
13 September 2010

Policy and Finance Capital Programme 2010/11

Cost Centre	Schemes	Budget Analysis				Expenditure Analysis
		Original Estimate 2010/11 £	Slippage £	Additional Approvals £	Total Approved Budget £	Actual and Commitments to date £
BACSC	Replacement BACS and cheque printing software/hardware			10,670	10,670	0
LYTHC	External repairs to Longridge Youth Club	22,750			22,750	0
OFCEI	Council Offices - Energy Efficiency		8,570		8,570	1,046
ROEGR	Grant to Roefield (Residual MTI grant)			130,000	130,000	93,468
SERVB	Computer Servers and Bulk Printer Replacement	10,000	270		10,270	2,633
	Total Policy and Finance Committee	32,750	8,840	140,670	182,260	97,147

RIBBLE VALLEY BOROUGH COUNCIL
Capital Project Evaluation Statement - Capital Programme 2010/11

Cost Centre	BACSC
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Scheme Title	REPLACEMENT BACS AND CHEQUE PRINTING SOFTWARE/HARDWARE	
Officer Responsible	LAWSON ODDIE	
Brief Description of Scheme	There are future support issues in respect of the council's current BACS and cheque printing hardware and software. This scheme is for replacement of the hardware and software.	
Link to Council Ambitions and Priorities	To be a well managed council providing efficient services based on identified customer needs.	
Statutory or Legal Obligations		
Performance Management	None replacement would jeopardise our ability to make timely payments by BACS and Cheque	
Efficiency and Value for Money	The future movement of benefit payments from cheque to BACS will provide staff time and financial efficiencies	
Consultation	-	
Key Dates	Start Date:	
	Anticipated Completion Date:	
	Any Other Key Dates	Description of Work
Useful Economic Life		
Environmental Impact	None	
Additional Information	-	
Risk Assessment	Political: none identified Economic: Failure to make timely payment to suppliers could harm relationships with suppliers Sociological: Technological: The fast paced movement in technology can see make equipment obsolete Legal: None Identified Environmental: None Identified	

Cost Centre	BACSC
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	Total Budget for Scheme:	£10,670
	Expected Total Cost of Scheme:	£10,670
	Revenue Implications:	
	Approved by Committee:	
	Date Approved:	
	Minute Reference:	

Expenditure Analysis		Total Cost of Scheme £
	Cost of Land:	
	Contractors:	
	Equipment/Materials:	10,670
	Fees (External):	
	Internal Staff Salaries:	
	Planning Fees/Building Regulations:	
	Other (Grants):	
	TOTAL:	10,670

MONITORING – COMMENTS ON PROGRESS (COMPLETED EACH PERIOD BY OFFICER RESPONSIBLE)	
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September 2010	Currently trialling a product called BACS.IP. The product is free for the first year and approx £315 in the second and subsequent years. A successful test submission has been made to BACS with this software. However, continuing research as currently unsure how stable this software is (although it is listed as approved software with BACS) and the level of support we would receive. The cheque printing hardware would cost just less than £2,000.

RIBBLE VALLEY BOROUGH COUNCIL
Capital Project Evaluation Statement - Capital Programme 2009/10

Cost Centre	EDFCR
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Scheme Title	FOOTBALL CHANGING ROOMS REFURBISHMENT	
Officer Responsible	TIM LYNAS	
Brief Description of Scheme	Strip out and removal of historic fixtures and fittings. Full internal refurbishment scheme, including structural stabilisation works, new entrance and lobby area along with the re-configuration of walls to provide more evenly sized changing rooms. Provision of central heating (previously no heating at all), gas supply for high efficiency shower boilers (previously electric). Inclusion of accessible changing room, ramps and handrails.	
Link to Council Ambitions and Priorities	First class facilities for sports teams and the local community.	
Statutory or Legal Obligations	Refurbished facilities will meet the building regulations and all statutory / legal obligations	
Performance Management	Ongoing	
Efficiency and Value for Money	Scheme is currently on time and to budget	
Consultation	Meetings have been held with stakeholders including local football teams.	
Key Dates	Start Date:	July 2009
	Anticipated Completion Date:	Ongoing
	Any Other Key Dates	Description of Work
Useful Economic Life	Assuming that preventative planned maintenance is undertaken, the useful economic life will be over 30 years	
Environmental Impact	Environmentally friendly boilers have been installed to supply hot water to the showers.	
Additional Information	None	
Risk Assessment	Political: None identified Economic: None Identified Sociological: None identified Technological: none identified Legal: None Identified Environmental: None Identified	

Cost Centre	EDFCR
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Financial Summary	Slippage:	£213,540
	Additional approvals:	£30,000
	Total Budget for Scheme:	£243,540
	Expected Total Cost of Scheme:	£243,540
	Revenue Implications:	No additional
	Approved by Committee:	Council
	Date Approved:	2 March 2010
	Minute Reference:	

Expenditure Analysis		Expected Expenditure 2009/10 £	Total Cost of Scheme £
	Cost of Land:		
	Contractors:	243,540	243,540
	Equipment/Materials:		
	Fees (External):		
	Internal Staff Salaries:		
	Planning Fees/Building Regulations:		
	Other (Grants):		
	TOTAL:	243,540	243,540

MONITORING – COMMENTS ON PROGRESS (COMPLETED EACH PERIOD BY OFFICER RESPONSIBLE)

September 2010	Scheme is currently in week 10 of a 22 week programme. Progress is good with targets being met in terms of time, cost and quality.

RIBBLE VALLEY BOROUGH COUNCIL
Capital Project Evaluation Statement - Capital Programme 2010/11

Cost Centre	LYTHC
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Scheme Title	EXTERNAL REPAIRS – LONGRIDGE YOUTH CLUB	
Officer Responsible	TIM LYNAS	
Brief Description of Scheme	The property is owned by the council but it has been occupied by Lancashire Youth Service for a number of years. The council has decide to renew the lease however the building is in a state of disrepair and the council have external repairing obligations. The proposal is to bring the property back into good condition.	
Link to Council Ambitions and Priorities	To be a well managed council providing efficient services based on identified customer needs.	
Statutory or Legal Obligations	CDM regulations may be applicable	
Performance Management	The youth service would continue and the appearance of the centre may attract more visitors.	
Efficiency and Value for Money	The external repairs scheme could be progressed without any external consultancy input. This is due to the historic specification that was prepared as part of the report for the site	
Consultation	The poor condition of external elevations and roof has been highlighted as part of the surveying sections internal condition survey programme.	
Key Dates	Start Date:	July 2010
	Anticipated Completion Date:	September 2010
	Any Other Key Dates	Description of Work
		Renovations
Useful Economic Life	The redecorations would be required every 5 years. The windows and doors would have an expected life of 20 years.	
Environmental Impact	Where possible will specify slate from domestic sustainable sources reducing the transport impact as well as minimising the use of natural materials. We will investigate the use of materials with a recycled content.	
Additional Information	None	
Risk Assessment	<p>Political: public sector debt may undermine the political momentum to invest in the facilities. These risks could be mitigated by showing the long term benefits of investing in more efficient buildings including double glazed windows.</p> <p>Economic: the long term benefits of investing in more efficient buildings should be highlighted.</p> <p>Sociological: none identified</p> <p>Technological: wherever possible the latest technology will be specified as part of this scheme</p> <p>Legal: building regulations and health and safety legislation will have to be adhered to.</p> <p>Environmental: the council is coming under increasing pressure to reduce the operational impact of its properties specifically in terms of carbon emissions</p>	

Cost Centre	LYTHC
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Financial Summary	Approved Budget for Current Year:	£22,750
	Expected Total Cost of Scheme:	£22,750
	Revenue Implications:	None identified
	Approved by Committee:	Full Council
	Date Approved:	2 nd March 2010
	Minute Reference:	

Expenditure Analysis		Expected Expenditure 2010/11 £	Total Cost of Scheme £
	Cost of Land:		
	Contractors:	22,750	22,750
	Equipment/Materials:		
	Fees (External):		
	Internal Staff Salaries:		
	Planning Fees/Building Regulations:		
	Other:		
	TOTAL:	22,750	22,750

MONITORING – COMMENTS ON PROGRESS (COMPLETED EACH PERIOD BY OFFICER RESPONSIBLE)

March 2010	Negotiations over the terms of the new lease with LCC are progressing. Subject to agreement being reached by June 2010 the specification can be tendered and the work can be undertaken in September.
September 2010	The negotiations over the terms of the new lease have been concluded and LCC have agreed to the rent. Work will now commence.

**RIBBLE VALLEY BOROUGH COUNCIL
CAPITAL PROGRAMME 2010/11
CAPITAL PROJECT EVALUATION STATEMENT**

Cost Centre	OFCEI
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Name of Scheme	COUNCIL OFFICES – FIRE SAFETY IMPROVEMENTS TO CEILINGS	
Officer Responsible	SYD CHAMLEY	
Description of Scheme	Replacement of existing suspended ceilings	
Benefits of Scheme	Improved fire and safety energy performance	
Project Timetable	Start Date	July 2005
	Completion Date	
	Any Other Key Dates	Description of Work
		Strip our concealed grid ceiling and replace with exposed grid ceiling
Indication of any problems which may ultimately affect either the project timetable or final costs	None	
Can the scheme be achieved with existing staff capacity? If not, what do you propose	Yes	
What are the revenue implications of the scheme?	None	

Financial	Slippage from 2009/10:	£8,570
	Total Budget for Year:	£8,750
Summary	Expected Total Cost of Scheme:	£125,888
	Approved by Committee:	Council
	Date:	1 March 2005
	Minute Ref:	

Cost Centre	OFCEI
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Expenditure Analysis		Actual Expenditure 2005/06 to 2007/08 £	Actual Expenditure 2008/09 £	Actual Expenditure 2009/10 £	Expected 2010/11 £	Total Cost of Scheme £
Land						
Cost of Work		89,411	14,768	13,139	8,570	125,888
Retention (show separately)						
Other Costs						
External Fees						
Internal Salaries						
TOTAL		89,411	14,768	13,139	8,570	125,888
Monitoring - Comments on Progress (Completed Each Period by Officer Responsible)						
End June 2005	Design works carried out. Delay due to programming on site. Works to start during holiday period to minimise disruption. Anticipate some of the budget may not be needed or may need to be moved to 2006/07, depending on progress.					
End Sept 2005	Work complete to several areas, including housing, level C, chief executive. Remaining ceiling due for replacing January 2006.					
End Dec 2005	As September 2005					
End March 2006	Work to commence on staircases March 2006. Office area to Level C legal services planned for July 2006.					
End Sept 2006	Work delayed since July due to contractor commitments. Work planned October 2006 for Environmental Health Section followed by Legal Services. If funding allows then other items will be identified and work carried out.					
End Dec 2006	Work done to Environmental Health Section ceiling. Legal Section to commence February. Hope to carry out other work before end of March. Will be some slippage into 2007/08.					
End March 2007	Work undertaken to remainder of Level C over weekends of 3, 4 and 10, 11 March 2007. Final phase of work to Level B will be undertaken during 07/08 in June with Budget for 2007/08					
End September 2007	Planned work during January 08 for level B finance office and remainder of level C.					
End June 2009	Further work is to be completed over the next six months					
September 2010	Suspended ceilings were replaced in the Typing Centre in June. Further work will be completed in 2010/11					

RIBBLE VALLEY BOROUGH COUNCIL
Capital Project Evaluation Statement - Capital Programme 2010/11

Cost Centre	ROEGR
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Scheme Title	GRANT TO ROEFIELD – RESIDUAL FORMER MTI GRANT	
Officer Responsible	JANE PEARSON	
Brief Description of Scheme	Provision of a grant to Roefield using the residual former MTI (Clitheroe the Future) monies, to support the building development work at the site.	
Link to Council Ambitions and Priorities	To help make people's lives safer and healthier	
Statutory or Legal Obligations	None	
Performance Management	Not Applicable	
Efficiency and Value for Money	Not Applicable	
Consultation	None	
Key Dates	Start Date:	June 2010
	Anticipated Completion Date:	
	Any Other Key Dates	Description of Work
Useful Economic Life	Not applicable	
Environmental Impact	None	
Additional Information		
Risk Assessment	Political: Economic: Sociological: Technological: Legal: Environmental:	

Cost Centre	ROEGR
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Financial Summary	Additional Approval:	£130,000
	Expected Total Cost of Scheme:	£130,000
	Revenue Implications:	None identified
	Approved by Committee:	Policy and Finance
	Date Approved:	8 June 2010
	Minute Reference:	Minute number 103

Expenditure Analysis		Expected Expenditure 2010/11 £	Total Cost of Scheme £
	Cost of Land:		
	Contractors:		
	Equipment/Materials:		
	Fees (External):		
	Internal Staff Salaries:		
	Planning Fees/Building Regulations:		
	Other:	130,000	130,000
	TOTAL:	130,000	130,000

MONITORING – COMMENTS ON PROGRESS (COMPLETED EACH PERIOD BY OFFICER RESPONSIBLE)

September 2010	Approval to make grant payment was made by P&F Committee in June 2010. Payments of just over £93,000 have been made to Roefield more recently from this grant, with all payments supported by copy invoices of expenditure incurred by Roefield

RIBBLE VALLEY BOROUGH COUNCIL
Capital Project Evaluation Statement - Capital Programme 2010/11

Cost Centre	SERVB
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Scheme Title	COMPUTER SERVER AND BULK PRINTER REPLACEMENT	
Officer Responsible	PETER HOTHERSALL	
Brief Description of Scheme	Final year of a three year project to rationalise the council's server utilisation and replacement of bulk printers.	
Link to Council Ambitions and Priorities	To be a well managed council providing efficient services based on identified customer needs	
Statutory or Legal Obligations	None	
Performance Management	Ensure replacement of outdated servers before any failures	
Efficiency and Value for Money	Reduced risks of systems downtime	
Consultation	None	
Key Dates	Start Date:	Final year of a three year plan
	Anticipated Completion Date:	
	Any Other Key Dates	Description of Work
Useful Economic Life	5 years	
Environmental Impact	All requirements of the waste electrical and electronic equipment regulations (WEEE) are satisfied.	
Additional Information	None	
Risk Assessment	Political: none identified Economic: none identified Sociological: none identified Technological: reduced risk of failure Legal: none identified Environmental: none identified	

Cost Centre	SERVB
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Financial Summary	Slippage:	£270
	Approved Budget for Current Year:	£10,000
	Expected Total Cost of Scheme:	£10,270
	Revenue Implications:	None identified
	Approved by Committee:	Full Council
	Date Approved:	2 March 2010
	Minute Reference:	

		Expected Expenditure 2010/11	Total Cost of Scheme
		£	£
Expenditure Analysis			
	Contractors:		
	Equipment/Materials:	10,270	10,270
	Fees (External):		
	Internal Staff Salaries:		
	Planning Fees/Building Regulations:		
	Other:		
	TOTAL:	10,270	10,270

MONITORING – COMMENTS ON PROGRESS (COMPLETED EACH PERIOD BY OFFICER RESPONSIBLE)	
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March 2010	Plans are now in place for upgrading the remaining servers and the purchase of replacement printers.
September 2010	To date 10 servers have been replaced using virtualisation technology and one bulk printer purchased. The programme will be completed this year.