RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

Agenda Item No 9

meeting date: 31 AUGUST 2017
title: CAPITAL MONITORING 2017/18
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1   PURPOSE

1.1   To report progress on the approved 2017/18 Planning and Development Committee capital programme, for the period to the end of July 2017.

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   BACKGROUND

2.1   No new capital schemes were planned for this Committee in the 2017/18 capital programme.

2.2   The Introduction of Planning Portal Link to the Planning Application System and Planning System Update 2016/17 scheme was not completed by the 31 March 2017 and had unspent budget of £30,200 available at that date. This unspent budget, known as slippage, was transferred into the 2017/18 capital programme budget, after approval by this Committee in May 2017.

2.3   Consequently, the 2017/18 capital programme for this Committee is made up of one scheme with a total budget of £30,200.

3   CAPITAL MONITORING 2017/18

3.1   The table below summarises the progress on this Committee's one capital scheme, as at the end of July 2017. Annex 1 shows financial information and budget holder comments to date for the scheme.

Cost Centre	Scheme	Original Estimate 2017/18 £	Slippage from 2016/17 £	Total Approved Budget 2017/18 £	Actual Expenditure including commitments as at end of July 2017 £	Variance as at end of July 2017 £
PLANN	Introduction of Planning Portal Link to the Planning Application System and Planning System Update	0	30,200	30,200	0	-30,200
Total Planning and Development Committee		**0**	**30,200**	**30,200**	**0**	**-30,200**

3.2   At the end of July 2017, there had been no spend on the Introduction of Planning Portal Link to the Planning Application System and Planning System Update scheme.

3.3   Some progress has been made on the scheme because 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.

3.4   However, the external 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.

4   CONCLUSION

4.1   At the end of July 2017, there had been no spend on the Introduction of Planning Portal Link to the Planning Application System and Planning System Update scheme.   At this stage, the aim is to complete the scheme in-year, but this is dependent on the software provider writing the planning system update scripts.

SENIOR ACCOUNTANT   DIRECTOR OF RESOURCES

PD8-17/AC/AC
21 August 2017

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – Planning and Development Committee, Capital Outturn 2016/17 report, 18 May 2017.

PLANN - Introduction of Planning Portal Link to the Planning Application System and Planning System Update (slippage)

Service Area: Planning
Head of Service: John Macholc

Brief Description of the Scheme:

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. All application documents entered into the Planning Portal will be automatically transferred to the Council's Planning system.

Planning System Update – Additional upgrades/modules added to the Planning System to allow:

- Planning documents to be scanned onto the in-house Planning System and then stored and viewed electronically on the Planning system.

- Planning documents available in real time for public access via the internet.

The proposal is to implement these system changes in 2016/17 to allow service improvements to be implemented as soon as possible. This would involve some additional server space being obtained before the new Council-wide ICT infrastructure refresh is implemented in 2017. The system changes are:

- Planning portal integration software and installation.

- Consultant costs to facilitate the M3 to Engage migration.

- Additional server space – likely purchase of a reconditioned server.

- Fast scanner purchase.

- EDRM document management upgrade with consultant input.

- Purchase of public access module.

The Council's Northgate M3 planning system will be migrated across to the Northgate Engage system in the next twelve months and it is proposed to make these changes when the transfer takes place.

Revenue Implications:

Breakdown	£
Supplies and services – *Planning portal support costs and EDRM extra licensing costs*	2,300
Total Estimated Annual COSTS	2,300
Estimated Lifespan	Up to 10 years
Total Estimated Lifetime COSTS	23,000

Timescale for Completion:
2016/17

Planning and Development Committee – Capital Programme 2017/18

Capital Cost:

	£	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
Original Estimate 2017/18	0		
Slippage from 2016/17	30,200		
Total Approved Budget 2017/18	30,200	0	-30,200
Actual Expenditure 2016/17	0		
ANTICIPATED TOTAL SCHEME COST	30,200		

Progress - Budget Holder Comments

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.