

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 16

meeting date: 20 MARCH 2018  
title: CAPITAL PROGRAMME 2018/19  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

### 1 PURPOSE

- 1.1 To inform members of the schemes which have been approved for inclusion in this Committee's 2018/19 capital programme.

### 2 BACKGROUND

- 2.1 As members will be aware, this Committee proposed a five year capital programme for 2018/19 to 2022/23 at its meeting on 7 November 2017. As it stood at that time the draft capital programme across all the committees was unaffordable. The proposals have since been reviewed by Budget Working Group and Corporate Management Team in order to arrive at an affordable programme for 2018/19 to 2022/23.
- 2.2 Following recommendation by a special meeting of Policy and Finance Committee on 6 February 2018, Full Council have approved the five year capital programme for 2018/19 to 2022/23 on 6 March 2018.
- 2.3 The Council's overall capital programme for the five year period 2018/19 to 2022/23 totals £6,624,860 for all committees. The total for this Committee is £559,920 over the five year life of the programme. £156,420 of this relates to the 2018/19 financial year.

### 3 CAPITAL PROGRAMME 2018/19 – APPROVED SCHEMES

- 3.1 For this Committee there are three approved schemes in the 2018/19 capital programme, totalling £156,420. These are shown in the table below.

<b>Scheme</b>	<b>Budget for 2018/19 £</b>
Queensway Garages – Replace roof covering and repairs	<b>23,000</b>
Lift Replacement at the Council Offices	<b>87,000</b>
Financial System Upgrade	<b>46,420</b>
<b>Total – Policy and Finance Committee</b>	<b>156,420</b>

- 3.2 The Lift Replacement at the Council Offices scheme has been brought forward from the 2022/23 financial year to 2018/19, due to the difficulties being experienced with the current lift.

- 3.3 The Financial System Upgrade scheme was not included in the proposed five year capital programme for 2018/19 to 2022/23, which this Committee approved at its meeting on 7 November 2017. This is because the financial system IT supplier only notified the Council of the need for a major upgrade to the financial system in 2018/19 after your meeting date. Thus, Budget Working Group considered this additional scheme request alongside all other proposed schemes.
- 3.4 The detailed information for each scheme is shown in **Annex 1**.
- 3.5 During the closure of our capital accounts there may be some slippage on schemes in the current year, 2017/18. One of the tasks of the Budget Working Group will be to review any requests for slippage on capital schemes within the 2017/18 capital programme. A report will be brought to this Committee at a future meeting, giving details of any slippage.
- 3.6 Responsible officers will complete and update capital monitoring sheets for each scheme, which will be reported regularly to members to give an indication of progress.
- 4 CONCLUSION
- 4.1 This Committee has a capital programme for 2018/19 of three schemes, totalling £156,420.
- 4.2 Any slippage on schemes in the 2017/18 capital programme will be added onto the 2018/19 capital programme.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF26-18/AC/AC  
7 March 2018

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – None

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# Queensway Garages – Replace roof covering and repairs

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**Service Area: Estates**

**Submitted by: Adrian Harper**

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**Brief Description of the Scheme:**

The Garage site comprising 23 garages is now managed again by the Council.

The Garages are in a poor condition and are in need of repairs. The roof covering has reached the end of its economic life. An estimate for works including the removal and disposal of the existing asbestos cement roofs, replacing with steel roofing sheets and some maintenance work to the metal up and over doors would come to a cost of £23,000.

It should be noted that the Council previously generated an income of approximately £3,600 per year when Ribble Valley Homes managed the garage site. Now the Council have taken back management of the garage site, it is estimated further income of £3,600 per year will be accrued, resulting in estimated income of £7,200 per annum.

**Revenue Implications:**

-£3,600 Fees and charges income per annum – garage rents additional income now the Council manage the garages.

£500 Premises related costs per annum – yearly maintenance costs now the Council manage the garages.

**Timescale for Completion:**

Spring 2018: Specify and Tender.

Summer 2018: Commencement of works and completion.

**Any Risks to Completion:**

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**Capital Cost:**

<b>2018/19</b> £
23,000

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# Lift Replacement at the Council Offices

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**Service Area: Council Offices**

**Submitted by: Adrian Harper**

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**Brief Description of the Scheme:**

The council offices lift is the only accessible entrance to the council offices. The exact age of the lift itself is unidentified. The gear box that controls the lift is 38 years old so it can be assumed that the lift has been in situ since 1979. The lift is coming to the end of its economic life. In 2013 essential repair works to the lift were undertaken to keep the lift in operation; the total cost of this was £5,170. These works entailed replacement of the lift ropes and repairs to the drive sheave. It is generally thought that a reasonable operating life cycle for a lift would be 20-25 years although this expectation is dependent on usage and the environment in which the lift has been installed. The design life of a lift can and has been extended with routine servicing and by using replacement parts of the correct compatibility. The older a lift becomes sourcing original parts becomes increasingly difficult as they are no longer manufactured. As the legislation changes modifications are required to improve/meet compliance. The current standards in force for new lift installations are the BS EN81 series. To ensure the increased safety of existing lifts BS EN81-80 contains the rules for improvement of existing lift installations. Any existing lift installation should be assessed to this standard to ensure it meets the highest level of safety. The lift at the council offices does not comply with BS EN81-80. However, currently there is no legal obligation to comply.

The lift requires replacement because it is coming to the end of its economic life, does not comply with the latest BS standards and is currently unreliable.

**Revenue Implications:**

None.

**Timescale for Completion:**

Spring 2018: Out to tender. Summer 2018: Install new lift.

**Any Risks to Completion:**

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**Capital Cost:**

<b>2018/19</b> £
87,000

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# Financial System Upgrade

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**Service Area: Financial Services**

**Submitted by: Lawson Oddie**

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**Brief Description of the Scheme:**

We were made aware towards the end of 2017 by the software supplier of our financial systems that the rich client version that we currently use is to be withdrawn from mid-2018 and that we will be forced to move to the web-based version.

As a result, a financial system upgrade capital scheme is required for the 2018/19 financial year.

**Revenue Implications:**

There will be an increase to our annual maintenance and support charge of £2,800. The current annual charge is £18,679.

**Timescale for Completion:**

We have been told that the very latest date that could be permitted for a move to the web-version of the software in 'live' would be December 2018. We will look to undertake the implementation after the audit of the Statement of Accounts for 2017/18 - therefore between August and December 2018. Any interim work that could be undertaken without impacting on the closedown process and audit will be undertaken earlier where possible.

**Any Risks to Completion:**

The software company is eager for us to progress with the move so there should be no risks presented by them. Internally we will ensure that the implementation is undertaken at a time when resources permit, and within the overall timeframes stipulated by the software company.

**Capital Cost:**

<b>2018/19</b> £
46,420