

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

INFORMATION

Agenda Item No 9

meeting date: 24 SEPTEMBER 2020
 title: CAPITAL MONITORING 2020/21
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To report the progress on this Committee's 2020/21 capital programme for the period to the end of August 2020.

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 2020/21 CAPITAL PROGRAMME BACKGROUND

2.1 Two capital schemes for this Committee's 2020/21 original estimate budget, totalling £40,920, were approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2020 and March 2020 respectively. The two schemes approved were 2019/20 schemes that had been moved from the 2019/20 capital programme to the 2020/21 capital programme.

2.2 In addition to the original estimate budget above, one 2019/20 capital scheme was not completed by 31 March 2020 and had unspent budget available at that date. The total unspent budget of £48,680 on this scheme, known as slippage, has been moved into the 2020/21 capital programme budget, after a slippage request from the budget holder was agreed by the Director of Resources.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of three schemes is £89,600. This is shown at Annex 1.

3 CAPITAL MONITORING 2020/21

3.1 The table below summarises this Committee's capital programme budget, expenditure to date and variance, as at the end of August 2020. Annex 1 shows the full capital programme by scheme. Annex 2 shows scheme details, financial information and budget holder comments to date for each scheme.

Original Estimate 2020/21 £	Budget Moved from 2019/20 £	Slippage from 2019/20 £	Additional Approvals 2020/21 £	Total Approved Budget 2020/21 £	Actual Expenditure including commitments as at end of August 2020 £	Variance as at end of August 2020 £
0	40,920	48,680	0	89,600	48,672	-40,928

3.2 At the end of August 2020 £48,672 had been spent or committed. This is 54.3% of the annual capital programme budget for this Committee. The spend to date relates to the Primrose Lodge Blue and Greenway Project scheme, which is now complete with regards to the Council's S106 contributions towards the overall project.

3.3 Progress to date on the other schemes is as follows:

- **Replacement of Plotter/Copier in the Planning Section (-£14,500):** This replacement was to be considered as part of the wider process review in the Planning section. However, the current printer has now reached the end of its useful life and so a replacement copier is required for business continuity purposes. Quotes are currently being obtained with the aim of purchasing the new copier in Autumn 2020, subject to product availability and supplier timescales.
- **Introduction of Planning Portal Link to the Planning Application System and Planning System Update (-£26,420):** The planning portal link has been installed and configured previously. The planning system update element of the scheme was previously put on-hold awaiting the outcome of the planned wider process review in the Planning section. That planned wider process review has not taken place yet because of Covid-19 issues since Spring 2020.

It is hoped that the wider process review can commence in early 2021, Covid-19 permitting. Given this, the planning system update element of this scheme will not be undertaken in 2020/21 and approval will be sought from members to move the remaining scheme budget into 2021/22 when the revised estimate capital programme is presented for approval in January 2021.

4 CONCLUSION

4.1 At the end of August 2020 £48,672 had been spent or committed. This is 54.3% of the annual capital programme budget for this Committee.

4.2 One scheme has been completed, one scheme is currently expected to be completed in-year and one scheme is on-hold and will not be undertaken in 2020/21.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PD6-20/AC/AC
4 September 2020

For further background information please ask for Andrew Cook.
BACKGROUND PAPERS – None

Planning and Development Committee - Capital Programme 2020/21

Cost Centre	Scheme	Original Estimate 2020/21 £	Budget Moved from 2019/20 £	Slippage from 2019/20 £	Additional Approvals 2020/21 £	Total Approved Budget 2020/21 £	Actual Expenditure including commitments as at end of August 2020 £	Variance as at end of August 2020 £
PLOTT	Replacement of Plotter/Copier in the Planning Section	0	14,500	0	0	14,500	0	-14,500
PLANN	Introduction of Planning Portal Link to the Planning Application System and Planning System Update	0	26,420	0	0	26,420	0	-26,420
PRMLG	Primrose Lodge Blue and Greenway Project	0	0	48,680	0	48,680	48,672	-8
Total Planning and Development Committee		0	40,920	48,680	0	89,600	48,672	-40,928

Planning and Development Committee – Capital Programme 2020/21

Replacement of Plotter/Copier in the Planning Section (Budget Moved from 2019/20)

Service Area: Planning Services

Submitted by: John Macholc

Brief Description of the Scheme:

The bid is for a replacement 44" wide colour printer/copier/scanner.

The current printer/copier/scanner was purchased in the financial year 2012/13 at a cost of £11,896.

It is well used to capacity by the Planning section and other sections around the building and as such will benefit from replacement for a more modern model in the financial year 2019/2020.

Revenue Implications:

Annual maintenance costs have been quoted at £800. There is already a budget allowed for in the base budget for the annual maintenance of the current printer/copier/scanner.

Timescale for Completion:

September 2019.

Capital Cost:

	£	Actual Expenditure including commitments as at end of August 2020 £	Variance as at end of August 2020 £
Original Estimate 2020/21	0		
Budget Moved from 2019/20	14,500		
Total Approved Budget 2020/21	14,500	0	-14,500
Actual Expenditure 2019/20	0		
ANTICIPATED TOTAL SCHEME COST	14,500		

Progress – Budget Holder Comments:

August 2020: This replacement was to be considered as part of the wider process review in the Planning section. However, the current printer has now reached the end of its useful life and so a replacement copier is required for business continuity purposes. Quotes are currently being obtained with the aim of purchasing the new copier in Autumn 2020, subject to product availability and supplier timescales.

November 2019: This scheme is on hold awaiting the outcome of the wider process review in the Planning section. The changed plotting/copying requirements in the Planning section will be considered alongside the wider review. As a result, this scheme will not be completed in-year. It is recommended that the £14,500 budget for this scheme is moved to the 2020/21 financial year and the 2019/20 revised estimate is nil.

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September 2019: This scheme is on hold awaiting the outcome of the wider process review in the Planning section. The changed plotting/copying requirements in the Planning section will be considered alongside the wider review. As a result, it is unlikely that this scheme will be completed in-year.

July 2019: The plotting/copying requirements in the Planning section have changed since this capital bid was submitted. The Planning section will review the needs of the section, in consultation with Building Control, and with the process review currently underway before going ahead or not with the purchase of a replacement (see comments in relation to the Introduction of Planning Portal Link to the Planning Application System and Planning System Update scheme). The proposed changes from the process review will be reported to CMT by January 2020 and then to a future meeting of this Committee.

Planning and Development Committee – Capital Programme 2020/21

Introduction of Planning Portal Link to the Planning Application System and Planning System Update (Budget Moved from 2019/20)

Service Area: Planning Services

Submitted by: 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 – <i>Planning portal support costs and EDRM extra licensing costs</i>	2,300
Total Estimated <u>Annual</u> COSTS	2,300
Estimated Lifespan	Up to 10 years
Total Estimated <u>Lifetime</u> COSTS	23,000

Original Timescale for Completion:

2016/17

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Capital Cost:

	£	Actual Expenditure including commitments as at end of August 2020 £	Variance as at end of August 2020 £
Original Estimate 2020/21	0		
Budget Moved from 2019/20	26,420		
Total Approved Budget 2020/21	26,420	0	-26,420
Actual Expenditure 2016/17	0		
Actual Expenditure 2017/18	0		
Actual Expenditure 2018/19	3,775		
Actual Expenditure 2019/20	0		
ANTICIPATED TOTAL SCHEME COST	30,195		

Progress - Budget Holder Comments

August 2020: The planning portal link has been installed and configured previously. The planning system update element of the scheme was previously put on-hold awaiting the outcome of the planned wider process review in the Planning section. That planned wider process review has not taken place yet because of Covid-19 issues since Spring 2020.

It is hoped that the wider process review can commence in early 2021, Covid-19 permitting. Given this, the planning system update element of this scheme will not be undertaken in 2020/21 and approval will be sought from members to move the remaining scheme budget into 2021/22 when the revised estimate capital programme is presented for approval in January 2021.

November 2019: This scheme is on hold awaiting the outcome of the wider process review in the Planning section. The current elements included in this capital scheme need to be compatible with the functionality of the Planning system going forwards and may change as a result of the wider process review. As a result, this scheme will not be completed in-year. It is recommended that the £26,420 budget for this scheme is moved to the 2020/21 financial year and the 2019/20 revised estimate is nil.

September 2019: This scheme is on hold awaiting the outcome of the wider process review in the Planning section. The current elements included in this capital scheme need to be compatible with the functionality of the Planning system going forwards and may change as a result of the wider process review. As a result, it is unlikely that this scheme will be completed in-year.

July 2019: The computerised system currently used within both the Planning and Building Control services is overdue to be upgraded and the upgrade is needed to facilitate the introduction of the Planning Portal. However, a review of how the upgraded software can be used to improve the efficiency and effectiveness of the service is currently underway. The proposed changes to the processes within the service and associated software costs will be reported to CMT by January 2020 and then to a future meeting of this Committee. The current elements included in this capital scheme need to be compatible with the functionality of the Planning system going forwards and may change as a result of the wider process review. Given that, this scheme is now on-hold awaiting the outcome of the review.

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March 2019: There has been 2018/19 spend on IT consultant input to complete the Planning Portal Update, prior to installing the Planning Portal Link, and to begin the M3 to Engage migration. Protracted communication with the service provider has led to delay in implementation of an update in the current system which has resulted in a lack of progress.

November 2018: The Head of Planning Services and ICT Manager have agreed to implement the Planning Portal integration into the current version of the system as soon as possible and to then look at migrating the whole system to Assure and completing the planning system update. Some expenditure is expected prior to the end of the financial year, but the scheme will not be completed within the 2018/19 financial year.

September 2018: The Director of Economic Development and Planning, Head of Planning Services and ICT Manager are to meet with the software supplier on 1 November to investigate the functionality that the M3 / Assure system will provide going forward. Based on the outcome of that meeting a decision will be made on how this scheme will be progressed.

July/August 2018: The Local Land Property Gazetteer and Planning integration has now been completed, so the Council's ICT team are in discussions with the software supplier on the approach, timings and revised costings for the Planning Portal Link and Planning System Update work. In addition, the scheme approach will be reviewed by the new Director, together with the Head of Planning and the ICT Manager.

March 2018: Officers are waiting to complete the implementation of the Local Land Property Gazetteer and Planning integration, which is expected to be completed by May 2018, before commencing work on the Planning Portal and Planning System upgrade. The Planning Portal link will be implemented first followed by the Planning / Building Control System upgrade, which are expected to be completed in the financial year 2018/19.

November 2017: The latest position on scheme progress is as follows:

- Full Planning Portal integration is waiting for the integration of the current Planning system and National Land and Property Gazetteer. This integration is in progress and is now at testing stage. Once testing is completed, Planning Portal integration will begin.
- Given that the software supplier has confirmed it will be twelve months before the whole M3 planning system will be migrated over to Assure, ICT and the Head of Planning have agreed to proceed with partial migration and upgrade to Assure once the Planning Portal integration work has been completed. This will allow the Planning department to take advantage of some of the new functionality offered from partial migration.
- We are awaiting the software supplier to confirm the server hardware and software requirements for the updated system. After that, ICT will then provide the additional server space on the new infrastructure, which will provide more resilience to the system and tie in with the Council's current backup and recovery strategy.

September 2017: The progress of the scheme has been reviewed by the Head of Planning Services and ICT, including an update from the software supplier:

- Full planning portal integration is waiting for ICT and the software supplier to finish implementation of integration of the current Planning system and National Land and Property Gazetteer.
- We are waiting for the software supplier to confirm the server hardware and software requirements for the updated system. After that, ICT will then provide the additional server space on the new infrastructure which will provide more resilience to the system and tie in with the Council's current back up and recovery strategy.
- The software supplier has said it will be 12 months before the whole M3 planning system will be migrated over to Assure. Some partial migration could take place in the interim to take advantage of some of the new functionality offered. The Head of Planning Services and ICT will consider whether we opt for partial integration in the interim or wait for the software supplier to complete the whole migration of their software to the new platform.

Given this, the scheme will not be able to be fully implemented within this financial year.

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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.

Planning and Development Committee – Capital Programme 2020/21

Primrose Lodge Blue and Greenway Project (Slippage)

Service Area: Planning Services

Submitted by: Nicola Hopkins/John Macholc

Brief Description of the Scheme:

This scheme is for the release of section 106 contributions, received by the Council, for the restoration, remediation and regeneration of Primrose/Mearley Lodge. The contributions from the Council will form one part of the funding for a project being undertaken by the Ribble Rivers Trust at Primrose/Mearley Lodge, which includes three main elements of works:

- De-silting.
- Construction of a fish pass.
- Construction of footpaths, bridges and a viewing platform.

The contributions are only paid by the Council at two key trigger points of delivery on the three main elements of the project. The Council's contributions were approved by the Planning and Development Committee in November 2018, subject to the two key trigger points being met.

The scheme has now been added to this Committee's capital programme, as the first key trigger point has been met.

Revenue Implications:

None.

Timescale for Completion:

2019/20.

Capital Cost:

	£	Actual Expenditure including commitments as at end of August 2020 £	Variance as at end of August 2020 £
Original Estimate 2020/21	0		
Slippage from 2019/20	48,680		
Total Approved Budget 2020/21	48,680	48,672	-8
Actual Expenditure 2019/20	276,242		
ANTICIPATED TOTAL SCHEME COST	324,922		

Progress – Budget Holder Comments:

August 2020: SCHEME COMPLETE – The Council has now paid the final Section 106 contribution towards the restoration and regeneration of Primrose/Mearley Lodge being undertaken by Ribble Rivers Trust.

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March 2020: By the end of 2019/20, the claim that would trigger the final contribution by the Council was still to be made by Ribble Rivers Trust, resulting in an underspend against budget in-year.

November 2019: The Trust have confirmed that the project works are ongoing, despite some initial delays, and they are aiming to complete the project by Summer 2020. As a result, there is a strong possibility that the Council may pay the second and final contribution of £142,705 on the Primrose Lodge Blue and Greenway Project before financial year-end, subject to works not being delayed further.

September 2019: The first key trigger point has been met in relation to the costs of de-silting works at Primrose Lodge and the Council paid a contribution of £182,210 to Ribble Rivers Trust in September 2019. The Trust have confirmed that the fish pass element of the project is now underway and they are aiming to complete those works by Easter 2020. Given the sums involved in that element of the project, there is a strong possibility that the second key trigger point will be met before the end of the fish pass work and that the Council may pay the second and final contribution of £142,705 before financial year-end. This is subject to the fish pass work not being delayed.