



Finance Sub Committee – 24 June 2013

Capital Programme and Proposed Capital Governance Arrangements

Purpose of report

This report sets out the proposed governance arrangements for the Council's capital programme and seeks approval of changes to the Council's Approved Capital Programme and Development Pool for 2013/14

Attachment(s)

- Appendix 1: Capital Project Lifecycle
- Appendix 2: Summary of Capital Governance Stages
- Appendix 3: Capital Programme 2013/14
- Appendix 4: Capital Scheme Progression Requests

1.0 Background

- 1.1 The Council's current Capital Programme is planned to be £12m over the next 10 years with the potential to grow over the next few years to support the infrastructure for the Council to deliver services and take account of national changes that will impact on the Council such as Community Infrastructure Levy (CIL).
- 1.2 Critical to the way in which the Council manages its capital programme over the coming years will be how it finances any capital investment, particularly considering the continuing environment of financial austerity. Historically the Council has funded its capital investment through the use of reserves from the sale of its housing stock and currently the funding source is sales from surplus assets. Looking ahead, the Council will need to consider new financing sources to fund capital investment. This is most likely to come from Government Grants, CIL and borrowing.
- 1.3 Councillors will also be aware of a number of recent issues and challenges facing capital schemes. These have resulted in reports to the Scrutiny Committee on IT capital spending and Pemberton Centre Improvements. A consequence of these reports is that member confidence in, and understanding of, the capital programme is low.
- 1.4 It should be remembered that capital investment is different from the Council's revenue spending. The table below sets out the main differences:

Capital Investment	Revenue Spending
Long term (10, 20 or even 30 years).	Short term (annual).
Schemes can span over a number of financial years.	Typically relates to a single financial year.
One off spending.	On-going spending.
Creates an asset for the Council.	No asset created.
Funding is often from a number of sources.	Funding is typically council tax or government grant.
Capital budget cannot be used to support revenue.	Revenue budget can be used to support capital.

- 1.5 In response to these changes in the capital investment environment and challenges faced on recent capital schemes, the Council needs to implement a best practice approach for its capital investment planning and monitoring. This will help future proof the Council against the changing capital environment within which it is now operating.
- 1.6 This report builds on the Medium Term Financial Strategy report to Council on 29th February 2013, which identified changes were needed to the Council's approach to capital planning.
- 1.7 The report proposes new governance arrangements for the Council's capital programme. The primary aims of these proposed changes are to:
- Improve member understanding of capital schemes, including the increasing level of confidence in the certainty of costs as a capital scheme progresses through its lifecycle.
 - Provide a transparent monitoring and reporting process.
 - Provide Members and officers with an understanding of the business needs and risks.
 - Work towards local authority best practice capital planning.
- 1.8 It should be noted there could be unintended risks or consequences introduced as a result of such a capital governance approach. It is important to ensure that the introduction of improved controls over the capital approval process does not inhibit the efficient operation of the Council's services. There will therefore need to be some exceptions to this process to manage these risks.
- 1.9 The report also recommends a number of capital schemes are approved from the Development Pool into the Approved Capital Programme.

2.0 Proposed Capital Governance Arrangements

- 2.1 As part of improvements to managing and controlling spending, it is proposed that the Council introduces new governance arrangements for capital spending. This follows a review of capital planning, monitoring, reporting and the control environment.
- 2.2 The Council has a 10 year capital programme. This is a leading edge position for a local authority and a 10 year planning horizon for capital investment needs to be maintained. However, it is increasingly difficult to predict budgeted costs for capital schemes until initial feasibility, detailed scheme scoping and procurement have been undertaken.
- 2.3 The framework for the proposed new governance arrangements will provide more proactive capital planning, improve monitoring & reporting and allow the Council to work towards best practice.

2.4 Summary of Proposed Governance Arrangements

- 2.5 The proposed capital governance arrangements are predicated upon the lifecycle costs of a typical capital scheme and key decisions points during that lifecycle. A summary of the proposed governance arrangements is shown in Appendix 1.
- 2.6 Appendix 1 clearly shows the main stages of a capital scheme and that at each stage the amount of cost varies. There are some upfront costs (could be between 5%-20%) to take the scheme from an initial idea through to procurement. The main element of the cost is incurred during the implementation stage.
- 2.7 It should also be noted there are clear points during a project's lifecycle at which decisions need to be taken about whether or not to move to the next stage and effectively commit further Council resources.

- 2.8 In preparing the proposed governance arrangements, the capital programme was split into an Approved Capital Programme and a Development Pool as part of the MTFs report to Council in February 2013.
- 2.9 The **Approved Capital Programme** covers the implementation and review stages of the capital lifecycle. The current Approved Capital Programme includes those schemes where the costs are certain and where money is drawn down from a resource limited cash pot each year (e.g. Disabled Facilities Grants).
- 2.10 The **Development Pool** covers the initial idea, feasibility and procurement stages of the capital lifecycle. It includes those schemes which do not meet the criteria for the Approved Capital Programme. Typically there will be schemes which are in the early stages of their development and, as such, costs are uncertain. Cost certainty increases, along with the design and output specification, as a scheme progress through each Development Pool stage. However, the Council will need to incur a cost for schemes to progress through each stage; typically these could be between 5-20% of the scheme value.
- 2.11 For the Council to be in a position to decide whether it is worth undertaking a detailed design and procurement, it will need to undertake some initial scoping and feasibility work to obtain an outline potential cost for the scheme. As noted above, this may incur a cost for the Council. Therefore, as part of the annual budget setting process, the Council should establish a budget to develop schemes in the initial scoping/feasibility stage in order to be in a position to enable Members to make an informed decision about the scheme using a cost with a reasonable degree of certainty. A feasibility budget will need to be established starting in 2014/15, subject to approval by Council when setting the budget.
- 2.12 Having a separate Development Pool and Approved Capital Programme improves transparency of scheme progress and provides better information for monitoring & reporting throughout the financial year.
- 2.13 New schemes can be added to the Development Pool throughout the financial year. Prior to a scheme entering the Development Pool the budget manager will complete a capital expenditure data collection form and work with Finance to review the scheme prior to its inclusion.
- 2.14 ***Decision making and Reporting to Councillors***
- 2.15 From a member perspective the key decision making and reporting will take place as follows:

Council / Committee	Key Responsibilities
Annual refresh of the Medium Term Financial Strategy and Budget at Council in February	<ul style="list-style-type: none"> • Annual review of capital programme. • Approve the schemes in Approved Capital Programme and Development Pool for the coming year. • Approve the overall funding position for capital investment. • Approve feasibility budget.
Quarterly reports to Finance Sub Committee	<ul style="list-style-type: none"> • Monitor progress of schemes in Approved Capital Programme and Development Pool. • Approve new schemes entering the Development Pool • Approve the progress of any schemes during the year through the Development Pool, including any budget required. • Approve the progress of any schemes during the year from the Development Pool into the Approved Capital Programme, including any budget required.

2.16 Appendix 2 sets out in more detail the decision making, reporting and information requirements of the proposed capital governance arrangements.

2.17 ***Exceptions to the Governance Arrangements***

2.18 It should be noted there could be unintended risks or consequences introduced as a result of such a capital governance approach. It is important to ensure that the introduction of improved controls over the capital approval process do not inhibit the efficient operation of the Council's services. There will therefore need to be some exceptions to this process to manage these risks. A few examples include:

- A boiler in one of the council's front line buildings breaks down unexpectedly and requires replacing. The new arrangements would need to ensure there is sufficient flexibility to maintain services to the public.
- Disabled Facilities Grants (DFG), where the Council has an established approach for allocating these.

2.19 The exceptions to the proposed capital governance arrangements set out above are as follows:

- Capital expenditure where the Council is providing grants to others (e.g. DFG) will be released from the Development Pool into the Approved Capital Programme as part of the annual budget setting process.
- Capital expenditure on planned strategic maintenance to both property and IT assets will be released from the Development Pool into the Approved Capital Programme as part of the annual budget setting process, along with a clear plan of how the money will be spent. If there are any unforeseen event (e.g. a boiler breaking down) it is expected the budget allocated for that year would need to be re-prioritised against the plan.
- Capital schemes greater than £500k and/or are a strategic priority or risk for the council have a councillor/officer working group established to manage the project.
- Where an urgent decision (that does not fit into the Council/Finance Sub Committee schedule) is required to move a scheme from the Development Pool to the Approved Capital Programme the Chief Finance Officer, in conjunction with the Chair of Finance Sub Committee, may approve the change. This will be reported to the next Finance Sub committee.

2.20 ***Benefits Arising***

2.21 The creation of a Development Pool with a focus on feasibility, detailed scoping and procurement of a scheme would provide more certainty when a project is ready to proceed and progress into the Approved Capital Programme.

2.22 These proposed improvements to the capital programme would assist the Council with providing open and transparent changes between original cost estimates and final costs incurred. It would allow for easier identification and reporting of project slippage and expenditure re-profiling.

2.23 These proposed improvements would also assist with the forecasting of utilisation of capital reserves/proceeds from asset sales. It would help maintain financial viability of the capital programme over the medium term to promote value for money.

3.0 **2013/14 Capital Programme**

3.1 **2013/14 Capital Programme Review**

3.2 The capital programme was approved in February 2013 as part of the Medium Term Financial Strategy (MTFS).

3.3 A summary of the approved capital programme is shown in **Table 1**.

Table 1	2013/14
Capital Programme	
Housing Projects	£400,000
Leisure Projects	£2,709,500
Environment Projects	£45,855
Corporate Systems	£116,200
Property Maintenance	£6,650
Vehicle Replacements	£16,600
Total Approved	£3,294,805
Development Pool	
Housing Projects	
Leisure Projects	£46,500
Environment Projects	£56,410
Corporate Systems	£360,000
Property Maintenance	£25,000
Vehicle Replacements	
Total Development Pool	£487,910
Total Capital Programme	£3,782,715

3.4 2013/14 Capital Programme Update

3.5 **Table 2** details the changes and updates since the capital programme was approved in February 2013. Further explanation is provided below.

Table 1	2013/14 Budget	Re-profiled from 2012/13	Re-profiled from 2014/15	Removed Schemes	Dev Pool Additions	Revised Position	Progress from Dev Pool	Proposed Position
Capital Programme								
Housing Projects	£400,000	£18,356				£418,356		£418,356
Leisure Projects	£2,709,500	£291,671				£3,001,171		£3,001,171
Environment Projects	£45,855	£0				£45,855	£200,000	£245,855
Corporate Systems	£116,200	£52,820				£169,020	£225,000	£394,020
Property Maintenance	£6,650	£6,575				£13,225	£25,000	£38,225
Vehicle Replacements	£16,600	£16,600				£33,200		£33,200
Total Approved	£3,294,805	£386,022	£0	£0	£0	£3,680,827	£450,000	£4,130,827
Development Pool								
Housing Projects	£0	£0				£0		£0
Leisure Projects	£46,500	£0				£46,500		£46,500
Environment Projects	£56,410	£0			£200,000	£256,410	(£200,000)	£56,410
Corporate Systems	£360,000	£3,910	£60,000			£423,910	(£225,000)	£198,910
Property Maintenance	£25,000	£0		(£25,000)	£60,000	£60,000	(£25,000)	£35,000
Vehicle Replacements	£0	£0				£0		£0
Total Development Pool	£487,910	£3,910	£60,000	(£25,000)	£260,000	£786,820	(£450,000)	£336,820
Total Capital Programme	£3,782,715	£389,932	£60,000	(£25,000)	£260,000	£4,467,647	£0	£4,467,647

3.6 The detailed capital programme is at Appendix 3.

3.7 **Re-profiled from 2012/13**

3.7.1 £390k of expenditure did not take place in 2012/13 as originally anticipated and this expenditure has been re-profiled into 2013/14. £353k of this relates to the Nene Centre Roof project which is still on-going into 2013/14.

3.8 **Re-profiled from 2014/15**

3.8.1 The ICT Service Transformation Project was originally forecast to spend £60k in 2014/15 to investigate carrying out work to upgrade the website and NDL project (*NDL is a tool which will assist with the interaction between ICT systems and allow better system performance*).

3.8.2 It has become apparent that the website will need to be updated sooner than originally anticipated and the NDL project will support this work. Expenditure for this project has been re-profiled into 2013/14 of the development pool rather than 2014/15.

3.9 **Removed Schemes**

3.9.1 One scheme was removed from the development pool relating to essential property maintenance. Following review of this scheme it was concluded that further investigation would be undertaken into what capital expenditure would be required to maintain and enhance the Council's main assets.

3.9.2 The Amenities team is undertaking an exercise to review the asset management plan. The outcome of this review will be incorporated into the development pool.

3.10 **Development Pool Additions**

3.10.1 Five schemes have been added to the development pool since the capital programme was approved in February 2013. These schemes are detailed in **Table 3**.

Table 3

Scheme Ref	Scheme Title	Amount	Funded by
C-ROD-01	Server Room Air Con Units	£8,500	Capital Reserve
C-ROD-02	Fire Doors & Roof Void - Pemberton Centre	£16,500	Capital Reserve
C-ROD-03	Server Room Fire Suppressant	£20,000	Capital Reserve
C-ROD-04	Council Chamber Lights	£15,000	Capital Reserve
C-ENV-01	Purchase of Wheeled Bins	£200,000	Revenue Contribution
Total Development Pool Additions		£260,000	

3.11 **Capital Scheme Progression from Development Pool to Main Programme**

3.11.1 Six schemes currently within the development pool have been reviewed as ready to progress into the main capital programme.

3.11.2 A summary of these six schemes is set out in Table 4. Additional information relating to these six projects can be found at Appendix 4.

Table 4

Scheme Ref	Title	Amount
C-ENV-01	Purchase of Wheeled Bins	£200,000
Existing Scheme	Service Transformation Programme	£60,000
Existing Scheme	ICT Licences	£115,000
Existing Scheme	Revenue & Benefits Upgrade	£50,000
C-ROD-01	Air Conditioning Units	£8,500
C-ROD-02	Fire Doors & Roof Void - Pemberton Centre	£16,500
Total Schemes		£450,000

3.11.3 The first scheme included in table 4 relates to the annual payment for the initial purchase wheeled bins. This is not a new project to the Council. This capital expenditure was approved as part of the Waste Contract which commenced in August 2011.

3.11.4 This capital expenditure is funded by revenue contributions that are already approved within the revenue budget and waste contract. This report seeks to account for this expenditure through the approved capital programme.

4.0 Equality and Diversity

4.1 There are no known equalities issues arising from this report.

5.0 Legal Consideration

5.1 There are no known legal considerations arising from this report.

6.0 Risk Management

6.1 There are no significant risks arising from this report.

7.0 Financial Implications

7.1 The report is of a financial nature and the implications are set out in the report.

8.0 Corporate Outcomes

8.1 This report links to the following Corporate Outcomes:

- Effective Management
- Good Value for Money

9 Recommendation


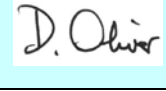
9.1 The committee is recommended to:

- approve the proposed capital governance arrangements set out in Section 2 above.

(Reason: to strengthen the Council's capital planning processes, provide greater transparency of investment decision and move towards best practice)

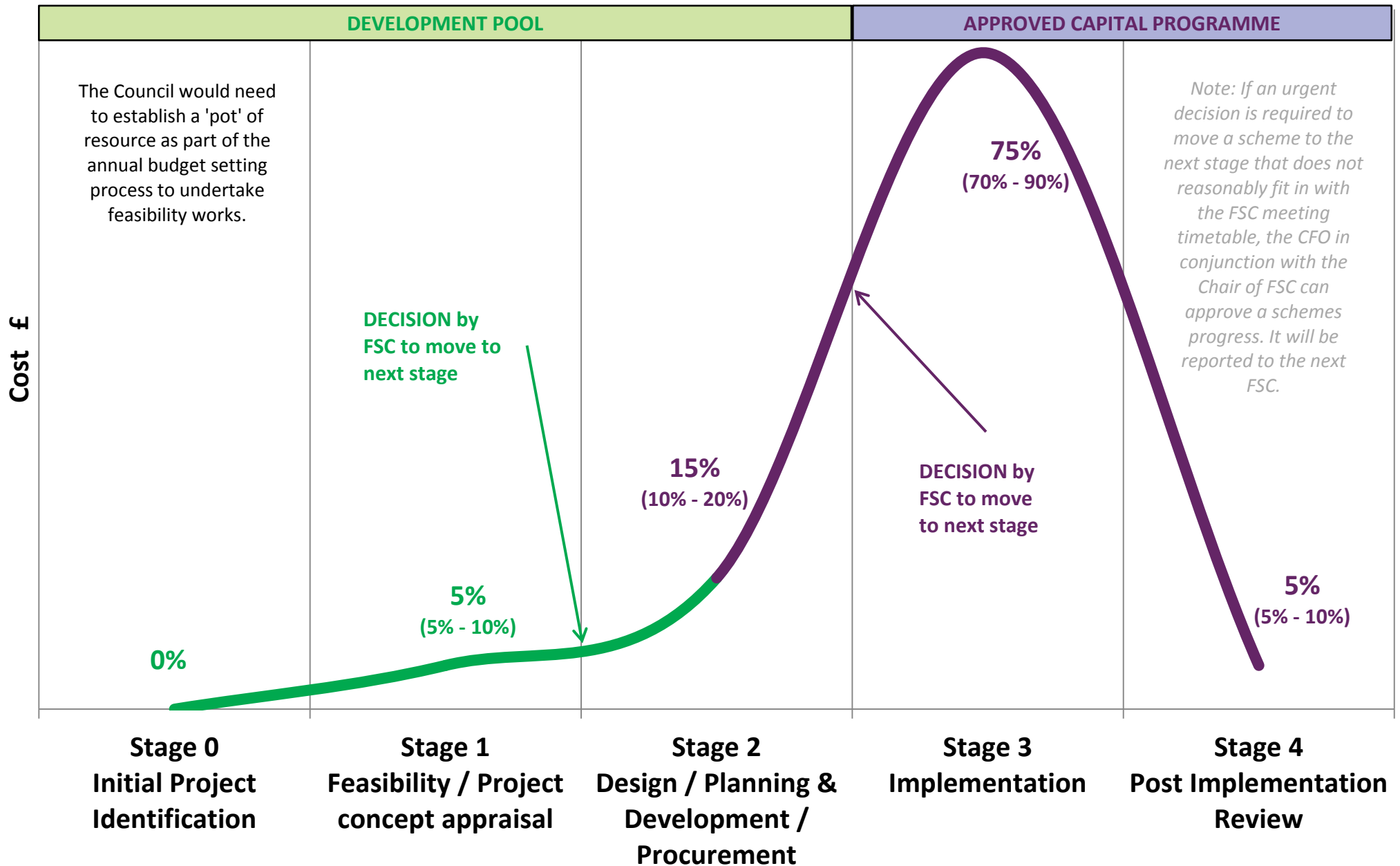
- approve the changes to the Council's capital programme 2013/14 set out in Section 3 and Appendices 3 & 4.

(Reason: to deliver the Council's capital expenditure plans for 2013/14)

Legal	Power:				
	Other considerations:				
Background Papers: Medium Term Financial Strategy 2013/14					
Person Originating Report: Glenn Hammons Chief Finance Officer 01832 742267 ghammons@east-northamptonshire.gov.uk					
Date: 24 June 2013					
CFO 13.6.2013		DMO		CX 13.6.2013	

A 'Typical' Capital Project Life Cycle

% Costs incurred at each stage



Proposed Capital Governance Arrangements - Summary of Stages and Reporting Requirements

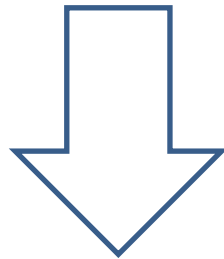
	Stage	Activity	Reporting & Decision Making by Councillors	Information Requirements
Development Pool	<u>Stage 0</u> Initial Idea (cost certainty = low)	To identify the initial need.	Inclusion in the Development Pool by reporting to: <ul style="list-style-type: none"> • Annual Budget • Finance Sub Committee 	Scheme name and objective.
	<u>Stage 1</u> Initial Scoping & Feasibility (cost certainty = low/medium)	Basic cost information using monies approved for feasibility work as part of Annual Budget. Likely funding source. Initial scoping of project, including risks.	Decision by Finance Sub Committee to move to Stage 2: Procurement. (see note 1)	Completion of Capital Expenditure Data Collection Form
	<u>Stage 2</u> Design, Planning & Procurement (cost certainty = medium/high)	Detailed project specification. Confirmed project costs. Certain funding source.	Decision by Finance Sub Committee to move to Stage 3: Implementation. (see note 1)	Completion of Capital Expenditure Data Collection Form
Approved Capital Programme	<u>Stage 3</u> Implementation (cost certainty = high)	Monitor project progress against objectives. Monitor costs and funding.	Reporting to Finance Sub Committee through capital monitoring by exception.	Capital monitoring information.
	<u>Stage 4</u> Review	Post implementation review. Lessons learnt.	Reporting by exception to Finance Sub Committee	

Note 1: On an exceptional basis, for example an urgent decision is required outside of the Committee timetable; the schemes maybe progressed through the capital programme by the Chief Finance Officer in conjunction with the Chair of Finance Sub Committee.

Note 2: All capital schemes will be subject to these governance arrangements with the exception of Grants given by the Council (e.g. DFG) and funds for planned strategic maintenance of property & IT.

Proposed Capital Governance Process – Decision Making Process

<p>Annual Budget & Medium Term Financial Strategy Process (Council in February each year)</p>	<ul style="list-style-type: none">• Agree overall budget (costs and funding)• Determine which schemes form part of the Development Pool and Approved Capital Programme (incl. promotion of DFG, Property & IT strategic maintenance in Approved Capital Programme)• Agree annual budget for feasibility stage work
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<p>Finance Sub Committee (at least quarterly during financial year)</p>	<ul style="list-style-type: none">• Monitor costs and funding within capital programme• Decisions to progress schemes through stages and from Development Pool to Approved Capital Programme.• Approve new schemes entering Development Pool during the year.• Post Implementation Review of schemes
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East Northamptonshire Council Capital Programme

Approved Capital Programme	Previous Years Exp	2013/14 Original Budget	Previous Years Re-profiled Expenditure	2013/14 Current Budget	Actual & Committed	2013/14				2014/15 Estimate	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	Total
						Forecast Outturn	Variance	Re-profiled into later years	Estimate										
						£	£	£	£										
Housing Projects		400,000	18,356	418,356	-	418,356	-	-	-	-	-	-	-	-	-	-	-	-	418,356
Leisure and Tourism Projects		2,709,500	291,671	3,001,171	-	2,851,171	(150,000)	-	-	-	-	-	-	-	-	-	-	-	2,851,171
Environment Projects		45,855	-	45,855	-	45,855	-	-	-	-	-	-	-	-	-	-	-	-	45,855
Central Services Projects		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Corporate Systems		116,200	52,820	169,020	-	169,020	-	-	-	-	-	-	-	-	-	-	-	-	169,020
Essential Property Maintenance		6,650	6,575	13,225	-	13,225	-	-	-	-	-	-	-	-	-	-	-	-	13,225
Vehicle Replacements		16,600	16,600	33,200	-	33,200	-	-	-	-	-	-	-	-	-	-	-	-	33,200
Total		3,294,805	386,022	3,680,827	-	3,530,827	(150,000)	-	-	-	-	-	-	-	-	-	-	-	3,530,827

Capital Programme Ref	Approved Capital Project	Responsible Officer	Service	Previous Years Exp	2013/14 Original Budget	Previous Years Re-profiled Expenditure	2013/14 Current Budget	Forecast Outturn 13/14	Variance	Re-profiled into later years	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	Total	
				£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
	Disabled Facilities Grants	Mike Deacon	Housing	-	400,000	18,356	418,356	418,356	-	-	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	418,356
	The Pemberton Centre Rushden	Katy Everitt	Leisure & Tourism	-	6,000	-	6,000	6,000	-	-	-	-	-	-	-	-	-	-	-	-	6,000
	Pemberton Centre - Improvements	Katy Everitt	Leisure & Tourism	132,862	1,500,000	(32,862)	1,467,138	1,467,138	-	-	-	-	-	-	-	-	-	-	-	-	1,600,000
	Nene Community Centre - Improvements	Katy Everitt	Leisure & Tourism	28,662	703,500	(28,662)	674,838	674,838	-	-	-	-	-	-	-	-	-	-	-	-	703,500
	Nene Community Centre - Roof	Katy Everitt	Leisure & Tourism	845,305	-	353,195	353,195	353,195	-	-	-	-	-	-	-	-	-	-	-	-	1,198,500
	Leisure Equipment	Lisa Hyde	Leisure & Tourism	-	500,000	-	500,000	350,000	(150,000)	-	-	-	-	-	-	-	-	-	-	-	350,000
	Stanwick Lakes - Infrastructure	Lisa Hyde	Leisure & Tourism	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Greenway Phase3	Lisa Hyde	Environment	337,314	45,855	-	45,855	45,855	-	-	-	-	-	-	-	-	-	-	-	-	383,169
	Replacement Dog Warden Vans	Mike Deacon	Vehicle Replacements	-	16,600	16,600	33,200	33,200	-	-	16,600	-	-	-	16,600	16,600	16,600	-	-	-	33,200
	Industrial Units	Katy Everitt	Essential Property Maintenance	13,425	6,650	6,575	13,225	13,225	-	-	-	-	-	-	-	-	-	-	-	-	26,650
	Replacement PC'S, Monitors & Laptops	Gareth Jones	Corporate Systems	36,557	25,000	-	25,000	25,000	-	-	-	-	-	-	-	-	-	-	-	-	61,557
	Replacement Servers	Gareth Jones	Corporate Systems	44,602	20,000	-	20,000	20,000	-	-	-	-	-	-	-	-	-	-	-	-	64,602
	Data Infrastructure Equipment	Gareth Jones	Corporate Systems	29,882	29,370	-	29,370	29,370	-	-	-	-	-	-	-	-	-	-	-	-	59,252
	CAPS Solutions/ERMS	Gareth Jones	Corporate Systems	125,353	41,830	52,820	94,650	94,650	-	-	-	-	-	-	-	-	-	-	-	-	220,003
Total				1,593,962	3,294,805	386,022	3,680,827	3,530,827	(150,000)	-	-	-	-	-	-	-	-	-	-	-	5,124,789

Development Pool	Previous Years Re-profiled Expenditure	2013/14		2014/15 Estimate	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	Total
		Estimate	Estimate										
		£	£										
Housing Projects	-	-	-	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	3,600,000
Leisure and Tourism Projects	-	46,500	46,500	-	-	-	-	-	-	-	-	-	46,500
Environment Projects	-	256,410	256,410	210,000	210,000	210,000	210,000	10,000	10,000	10,000	10,000	10,000	1,146,410
Central Services Projects	-	-	-	-	-	-	-	-	-	-	-	-	-
Corporate Systems	-	423,910	423,910	310,000	460,000	470,000	520,000	260,000	235,000	500,000	450,000	450,000	4,078,910
Essential Property Maintenance	-	60,000	60,000	-	-	-	-	-	-	-	-	-	60,000
Vehicle Replacements	-	-	-	16,600	-	-	-	16,600	16,600	16,600	-	-	66,400
Total			786,820	936,600	1,070,000	1,080,000	1,130,000	686,600	661,600	926,600	860,000	860,000	8,998,220

Capital Programme Ref	Development Pool	Responsible Officer	Service	Previous Years Re-profiled Expenditure	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	Total		
				£	£	£	£	£	£	£	£	£	£	£	£		
	Disabled Facilities Grants	Mike Deacon	Housing	-	-	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	3,600,000		
	Splash Pool	Katy Everitt	Leisure & Tourism	-	46,500	-	-	-	-	-	-	-	-	-	46,500		
	HI 4 EM	Mike Deacon	Environment	-	39,020	-	-	-	-	-	-	-	-	-	39,020		
	Replacement of Wheelie Bins	Mike Deacon	Environment	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	90,000		
	District Car Parks	Katy Everitt	Environment	-	11,950	-	-	-	-	-	-	-	-	-	11,950		
	Closed Churchyard, Polebrook	Katy Everitt	Environment	-	5,440	-	-	-	-	-	-	-	-	-	5,440		
C-ENV-1	Purchase of Wheeled Bins	Mike Deacon	Environment	-	200,000	200,000	200,000	200,000	200,000	-	-	-	-	-	1,000,000		
	Replacement Dog Warden Vans	Mike Deacon	Vehicle Replacements	-	-	16,600	-	-	-	16,600	16,600	16,600	-	-	66,400		
	Service Transformation Programme	Gareth Jones	Corporate Systems	-	60,000	-	-	-	-	-	-	60,000	-	-	120,000		
	Replacement PC'S, Monitors & Laptops	Gareth Jones	Corporate Systems	-	-	35,000	35,000	15,000	15,000	35,000	35,000	15,000	15,000	15,000	215,000		
	Replacement Printers & Scanners	Gareth Jones	Corporate Systems	2,580	17,580	15,000	5,000	5,000	15,000	5,000	5,000	5,000	10,000	10,000	92,580		
	Replacement Servers	Gareth Jones	Corporate Systems	-	-	10,000	30,000	15,000	20,000	30,000	10,000	10,000	25,000	25,000	175,000		
	Replacement Sun Server	Gareth Jones	Corporate Systems	-	-	-	-	30,000	-	-	-	-	30,000	30,000	90,000		
	UPS for L12	Gareth Jones	Corporate Systems	-	-	-	-	20,000	-	-	-	20,000	-	-	40,000		
	Data Infrastructure Equipment	Gareth Jones	Corporate Systems	-	-	15,000	100,000	5,000	10,000	5,000	5,000	20,000	15,000	15,000	190,000		
	Licences	Gareth Jones	Corporate Systems	-	115,000	125,000	120,000	155,000	110,000	135,000	120,000	115,000	150,000	150,000	1,295,000		
	Storage/Replacement SAN	Gareth Jones	Corporate Systems	1,330	11,330	10,000	10,000	50,000	5,000	10,000	10,000	10,000	60,000	60,000	236,330		
	Council Chamber Project Screen	Gareth Jones	Corporate Systems	-	25,000	-	-	5,000	-	-	-	25,000	-	-	55,000		
	Security Systems/GovConnect	Gareth Jones	Corporate Systems	-	20,000	10,000	10,000	30,000	10,000	10,000	10,000	10,000	10,000	10,000	130,000		
	ESRI - GIS Upgrade	Gareth Jones	Corporate Systems	-	70,000	-	-	10,000	-	-	10,000	-	70,000	70,000	230,000		
	CAPS Solutions/ERMS	Gareth Jones	Corporate Systems	-	-	10,000	40,000	10,000	10,000	20,000	10,000	200,000	10,000	10,000	320,000		
	Revenues and Benefits Upgrade	Gareth Jones	Corporate Systems	-	50,000	10,000	10,000	15,000	15,000	10,000	10,000	10,000	15,000	15,000	160,000		
	CRM Upgrades	Gareth Jones	Corporate Systems	-	-	70,000	-	-	300,000	-	-	-	-	-	370,000		
	Telephone System	Gareth Jones	Corporate Systems	-	15,000	-	100,000	-	10,000	-	10,000	-	-	-	135,000		
	Rushden Centre BC/DR	Gareth Jones	Corporate Systems	-	40,000	-	-	25,000	-	-	-	-	40,000	40,000	145,000		
	Replacement Finance System	Gareth Jones	Corporate Systems	-	-	-	-	80,000	-	-	-	-	-	-	80,000		
C-ROD-1	Air Conditioning Units	Katy Everitt	Essential Property Maintenance	-	8,500	-	-	-	-	-	-	-	-	-	8,500		
C-ROD-2	Fire Doors & Roof Void - Pemberton Centre	Katy Everitt	Essential Property Maintenance	-	16,500	-	-	-	-	-	-	-	-	-	16,500		
C-ROD-3	Fire Suppressant - Server room	Katy Everitt	Essential Property Maintenance	-	20,000	-	-	-	-	-	-	-	-	-	20,000		
C-ROD-4	Council Chamber Lights	Katy Everitt	Essential Property Maintenance	-	15,000	-	-	-	-	-	-	-	-	-	15,000		
Total				3,910	786,820	-	-	936,600	1,070,000	1,080,000	1,130,000	686,600	661,600	926,600	860,000	860,000	14,123,009

EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Project Information

Project Name: Waste Contract Purchase of Wheeled Bins

Head of Service: Mike Deacon CapEx Reference number: C-ENV-01 (to be completed by Finance)

Contact/Officer leading project: Charlotte Tompkins Statutory required Project: No (Please select from drop down menu)

Estimated project cost (£): £1,000,000 Invest to Save Project: Yes (Please select from drop down menu)

Project Preferred Start Date: 01 April 2013 Project Preferred End Date: 31 March 2014

Submitted by: Charlotte Tompkins Date submitted: 01 May 2013

Brief project description:

(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)

Part of the Approved Waste Contract which started in 2011 includes the annual payment for the initial purchase of wheeled bins. This arrangement has been in place since 2011, however, it has not been fully reflected within the capital programme. This annual capital expenditure is funded by revenue contribution built into the contract and an annual contribution from revenue is made each year to finance this capital expenditure.

Business Continuity Risk: Low (Please select from drop down menu)

Project Objective/Outcome:

(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)

This project aims to purchase wheeled bins to reduce future replacement costs.

EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Project Information

Project Name:	Service Transformation Programme (Website Upgrade & NDL Toolkit Implementation)	
Head of Service:	Gareth Jones	CapEx Reference number: <input type="text"/> (to be completed by Finance)
Contact/Officer leading project:	Kathryn Rance	Statutory required Project: <input type="text" value="Yes"/> (Please select from drop down menu)
Estimated project cost (£):	£60,000	Invest to Save Project: <input type="text" value="No"/> (Please select from drop down menu)
Project Preferred Start Date:	01 July 2013	Project Preferred End Date: <input type="text" value="01 January 2014"/>
Submitted by:	Kathryn Rance	Date submitted: <input type="text" value="24 May 2013"/>

Brief project description:
 (NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)

Website Upgrade
 The current version of the website is outdated and poses a threat to the security of the councils IT infrastructure. This can be illustrated by the penetration tests conducted by Sec Tec and the recent issue with email spam. The system is currently five versions behind and is due to go out of support in the coming months. Therefore it is recommended that the system is upgraded to the latest version. This will allow the council to take advantage of responsive design templates, that will allow the website to be viewable on mobile devices and enhance the customer experience. The new version will allow for the creation of satellite sites which could be used for areas such as tourism and licensing. The upgrade package also includes moving to a more sophisticated forms package, which will give more potential for self service. This project will meet the council objective of providing customer focussed services and will provide value for money, as the system will be implemented with the Borough Council of Wellingborough.

NDL
 The installation of NDL will allow the Council to integrate back office systems and prevent the need for staff to rekey information into different systems. This will prevent the need for staff to access various systems and re key information. The implementation of NDL will enable customer service agents to deliver a more streamlined service and allow them access to the academy system via Lagan, therefore saving on licence costs and training. This tool will also assist with online delivery of services as the information from eforms can be populated straight into the back office systems. This will reduce the amount of time a call agent spends dealing with a request. The contact centre over the last six months received 586 requests online and all of these were rekeyed in the Lagan system, equates to someone spending two full days rekeying information. This system will also allow us to integrate other back office systems, which will allow the council to extract information about business and customers which could be used to improve service delivery.

Business Continuity Risk:

(Please select from drop down menu)

Project Objective/Outcome:
 (NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)

Website Upgrade
 The project objectives are to move to a new hosted platform for both councils with minimal disruption, redesign the page templates and main front page, improve website usability, review roles and responsibilities and any training implications.

NDL
 The project objectives are to link Lagan with Academy and allow the customer contact centre access to the system via Lagan. This will prevent the need to access other systems and improve service delivery. The longer term aims are to use the toolkit to provide integration between the website's online forms and the councils back office systems. This will allow customers to submit requests online and then the information can be passed electronically to the back office system for processing. There will not be any need for customer service agents to rekey the information.

EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Project Information

Project Name:	ICT Licences		
Head of Service:	Gareth Jones	CapEx Reference number:	
			(to be completed by Finance)
Contact/Officer leading project:	Alison Curtis	Statutory required Project:	Yes
			(Please select from drop down menu)
Estimated project cost (£):	£115,000	Invest to Save Project:	No
			(Please select from drop down menu)
Project Preferred Start Date:	01 April 2013	Project Preferred End Date:	31 March 2014
Submitted by:	ICT	Date submitted:	01 May 2013

Brief project description:

(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)

East Northamptonshire Council has set a policy to capitalise all software licence costs each year.

The costs are initially paid for from revenue but are then transferred to capital.

This transfer of costs is supported by UK accounting standards and has been in place for the last couple of years.

For 2014/15 this expenditure is anticipated to be approved as part of the annual budget setting process.

Business Continuity Risk:

Low

 (Please select from drop down menu)

Project Objective/Outcome:

(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)

To capitalise the costs of software licences for 2013/14.

EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Project Information

Project Name:	Revenues & Benefits Upgrade - Efficiency Version (EV)		
Head of Service:	Gareth Jones	CapEx Reference number:	C-ICT-02 (to be completed by Finance)
Contact/Officer leading project:	Alison Curtis	Statutory required Project:	Yes (Please select from drop down menu)
Estimated project cost (£):	£39,980	Invest to Save Project:	No (Please select from drop down menu)
Project Preferred Start Date:	01 April 2013	Project Preferred End Date:	31 May 2013
Submitted by:	Alison Curtis	Date submitted:	06 June 2013
Brief project description:	<p>The existing version of Academy system will not enable Benefit staff to process all applicants from 1 April 2013 following legislative changes, upgrade required to enable this functionality.</p>		
(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)			
Business Continuity Risk:	Medium (Please select from drop down menu)		
Project Objective/Outcome:	<p>Upgrade Academy system to Efficiency Version</p>		
(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)			

EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Project Information

Project Name:	Replacement of Air Conditioning Units for lower ground server room		
Head of Service:	Katy Everitt	CapEx Reference number:	C-ROD-01 (to be completed by Finance)
Contact/Officer leading project:	Richard Hankins	Statutory required Project:	No (Please select from drop down menu)
Estimated project cost (£):	£8,500	Invest to Save Project:	Yes (Please select from drop down menu)
Project Preferred Start Date:	01 July 2013	Project Preferred End Date:	31 July 2013
Submitted by:	Amenities Manager	Date submitted:	10 April 2013
Brief project description:	<p>To replace 2 ageing air con units to the lower ground server room. The existing units have been repaired many times and within the last 6 months failed over a weekend . The existing units are unreliable and cannot be guaranteed to provide long term business continuity.</p>		
(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)			
Business Continuity Risk:	High (Please select from drop down menu)		
Project Objective/Outcome:	<p>To provide a minimum of 5 years continuity of service provided that the appropriate service maintenance is on-going supporting business continuity.</p>		
(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)			

EAST NORTHAMPTONSHIRE COUNCIL CAPITAL EXPENDITURE REQUEST FORM

Project Information

Project Name:	Fire and structural safety upgrades to the community centre hall and the roof void at the Pemberton Centre	
Head of Service:	Katy Everitt	CapEx Reference number: C-ROD-02 (to be completed by Finance)
Contact/Officer leading project:	Richard Hankins	Statutory required Project: No (Please select from drop down menu)
Estimated project cost (£):	£16,500	Invest to Save Project: Yes (Please select from drop down menu)
Project Preferred Start Date:	01 July 2013	Project Preferred End Date: 30 September 2013
Submitted by:	Amenities Manager	Date submitted: 01 June 2013

Brief project description:

(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)

Following a survey of the fire doors and the roof void it was reported that the fire doors do not meet the present day standard of fire safety due to wear and tear over 16 years and also some changes in regulation.

Within the roof void following a structural and safety survey it is identified that access routes to maintain existing mechanical plant is not sufficiently safe for engineers to access safely the plant within the roof. It is therefore intended to upgrade the fire protection and replace some doors within the community centre and to replace existing access platforms and walkways with new secure and safe ones.

Business Continuity Risk: **Medium** (Please select from drop down menu)

Project Objective/Outcome:

(NB: to start a new line within the box please press the Alt and enter buttons on your keyboard)

To ensure fire safety for users and staff alike for all future events held within the centre and protect the council from risk of being seen to be failing in its duty of care to visitors, contractors and staff alike.