

**Committee:** Finance & Administration

**Agenda Item**

**Date:** 18 January 2011

**11**

**Title:** 2011/12 Capital Programme  
Finance & Administration Committee  
schemes

**Author:** Stephen Joyce  
Assistant Chief Executive – Finance  
Tel. 01799 510628

Item for decision

---

## Summary

1. The Committee is requested to approve its 2011/12 capital programme, which shall be subject to final determination by the Council on 24 February.
2. All committees' capital programmes will be collated and reviewed by this Committee on 8 February ahead of final determination.
3. For illustrative purposes only, an indicative programme for the years 2012/13 to 2015/16 is provided. This shall be subject to continuous review and a rolling annual approval by the Council. Items in the indicative programme are subject to change. In particular, the amount of expenditure indicated for a new depot, and its timing, is subject to a number of variable factors.
4. Significant items are detailed below.

## Recommendations

5. The Committee is recommended to
  - a) Approve its 2011/12 capital programme as set out in Appendix A.
  - b) note the indicative capital programme for 2012/13 to 2015/16 as set out in Appendix A.

## Financial Implications

6. The capital programme and associated financing costs proposed for the Committee is affordable within the context of the Council's General Fund budget as a whole and the Medium Term Financial Strategy.

## Background Papers

7. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

[Medium Term Financial Strategy](#) approved by Full Council 18 February 2010

[MTFS update report](#) to Finance & Administration Committee 16 September 2010

Budget Working Papers

**Impact**

Communication/Consultation	Public consultation was carried out in the Autumn. The majority of responses were in favour of protecting the budgets for areas covered in the Committee's capital programme.
Community Safety	No specific implications.
Equalities	No specific implications.
Health and Safety	No specific implications.
Human Rights/Legal Implications	No specific implications.
Sustainability	No specific implications.
Ward-specific impacts	No specific implications.
Workforce/Workplace	No specific implications.

**Finance & Administration Committee capital programme – significant issues**

8. The most significant project in the programme for 2011/12 is replacement of the Revenues & Benefits IT system at an estimated cost of £300,000. The cost is variable depending on the progress of the Revenues & Benefits partnership with Harlow and the results of the procurement exercise being carried out by Harlow on behalf of both authorities.
9. The annual programme of investment and renewal of ICT infrastructure will continue with £200,000 allocated for 2011/12 and a further sum of £20,000 for replacement servers.
10. Home working remains a key objective for the effective management of staff and accommodation. Due to stricter security rules some investment in equipment used by home workings shall be necessary. A sum of £50,000 has been allocated.
11. £10,000 has been allocated to invest in the Council's website and increase the proportion of enquiries and transactions that can be resolved online.
12. Anticipating that there will be some new Members following the May 2011 election, £15,000 has been allocated to supply and install IT equipment and software.
13. There are no other significant items for 2011/12, nor are any significant new schemes identified from 2012/13 onwards.

14.

## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
In general, actual events may differ from the assumptions and estimates used to produce the draft budget, which will lead to variances from the budget.	2 (some risk that variances will occur requiring action to be taken)	3 (potential impact which could adversely affect the council's financial position if not managed)	Budget monitoring and corrective action taken as necessary.
Failure to identify capital spending pressures and costs accurately	2 (Low)	3 (Medium)	Continual review of the capital programme

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

<b>FINANCE AND ADMINISTRATION COMMITTEE - Draft Capital Programme 2010/11 to 2015/16</b>
--

General Fund Capital Schemes	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2010-16	Explanatory Notes
	Revised Budget	Budget	Forecast	Forecast	Forecast	Forecast	Total	
	£	£	£	£	£	£	£	
<b>Finance and Administration Committee Approved Schemes and Rolling Programmes</b>								
1. IT Programme	235,000	200,000	100,000	100,000	100,000	0	735,000	Investment in ICT infrastructure
2. Disaster recovery center	30,000	0	0	0	0	0	30,000	
3. Saffron Walden Office - new boiler	40,000	0	0	0	0	0	40,000	Scheme no longer required due to repairs
4. Saffron Walden Office - renovating of the glazed link	100,000	0	0	0	0	0	100,000	Saffron Walden Office - renovating of the glazed link
5. Microsoft upgrade	80,000	0	0	0	0	0	80,000	Microsoft office upgrade
6. New revenues and benefits system	0	300,000	0	0	0	0	300,000	New revenues and benefits system
7. Home Working	0	50,000	0	0	0	0	50,000	Proposed Home Working regulation change
<b>New Schemes</b>								
8. Minor Items - IT	0	20,000	20,000	20,000	20,000	20,000	100,000	Replacement for servers that cannot be repaired
9. Website Upgrades	0	10,000	0	0	0	0	10,000	Additional functionality of the website to aid with channel shift.
10. Election Equipment	31,600	0	0	0	0	0	31,600	Replacement of voting compartments. 50% government grant funding
11. ICT Equipment	0	15,000	0	0	0	0	15,000	Members IT equipment
<b>Total Finance and Administration Committee</b>	<b>516,600</b>	<b>595,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>20,000</b>	<b>1,491,600</b>	