

**Appendix D : 2020/21 Selby District Council Capital Programme - To 30 September 2020**

|                                    |                       |                                    |                            |                     |                 |                      |                          | <b>Approved Programme &amp; Carry Forward Proposal</b>   |                       |                       |                       |
|------------------------------------|-----------------------|------------------------------------|----------------------------|---------------------|-----------------|----------------------|--------------------------|--|-----------------------|-----------------------|-----------------------|
| <b>General Fund</b>                | <b>Revised Budget</b> | <b>Year to date Revised Budget</b> | <b>Year to date Actual</b> | <b>YTD Variance</b> | <b>Forecast</b> | <b>Carry Forward</b> | <b>Year End Variance</b> | <b>Comments</b>  | <b>Forecast 21/22</b> | <b>Forecast 22/23</b> | <b>Forecast 23/24</b> |
| Transforming Customer Services     | 110,000               | 55,000                             | 2,700                      | -52,300             | 110,000         | 0                    | 0                        | Covid-19 has prevented the start of work on the reception alterations delaying the contact centre move. It is hoped that procurement of the contractor will be progressed with work being completed at the end of Jan 2021 with the contact centre operating from the Civic as soon as possible Covid allowing. The project is expected to be on budget. In addition the Call centre on the first floor of the extension is now operational able to work within Covid guidelines   |                       |                       |                       |
| Website Development                | 10,000                | 5,000                              | 0                          | -5,000              | 10,000          | 0                    | 0                        | This project is to enhance the platform to allow for future development of the website. We are in discussions with NYCC to deliver the new platform.   |                       |                       |                       |
| Industrial Units - Road Adoption   | 0                     | 0                                  | 0                          | 0                   | 0               | 0                    | 0                        | Further information being sought from NYCC Highways regarding detailed specification requirements and contribution to enable formulation of an estimate of costs. Budget costings received from contractor. This budget has been rolled forward for a number of years and a decision is now required as to whether to invest in upgrading the highway provision to adoptable standard.<br>The current condition of the road is such that significant investment at the current time merely to enable adoption is not appropriate. It is proposed not to progress at this juncture and to seek to re-secure funding for the works when the condition dictates those works are appropriate and necessary.<br>There are no plans to carry out this work at present as the road still has a significant useful life. A report will be prepared recommending to remove this budget. |                       |                       |                       |
| GIS System                         | 37,131                | 18,566                             | 0                          | -18,566             | 37,131          | 0                    | 0                        | The project still to be scoped for this budget. Decision to be made is dependant on the decision for an Appointment System for the new Customer Contact Centre.  |                       |                       |                       |
| Benefits & Taxation System upgrade | 16,475                | 8,238                              | 3,242                      | -4,996              | 16,475          | 0                    | 0                        | This budget is linked to software upgrade supporting Channel Shift Phase 2.  | 15,000                | 15,000                | 15,000                |
| IDOX Planning System               | 19,250                | 9,625                              | 19,250                     | 9,625               | 19,250          | 0                    | 0                        | To support the IDOX suite of software applications for upgrades and patches as part of the IDOX Roadmap. This will ensure that we remain PSN compliant throughout 2020/21  | 15,000                | 15,000                | 15,000                |
| ICT - Servers                      | 7,590                 | 3,795                              | 0                          | -3,795              | 7,590           | 0                    | 0                        | Servers are being upgraded to align to Microsoft licencing requirements. 50% of idox upgrade has been paid but the remaining £7.5k will be paid in Q4 of 2020/21 when the work is completed.   | 30,000                |                       |                       |
| ICT - Software                     | 29,694                | 14,847                             | 8,000                      | -6,847              | 29,694          | 0                    | 0                        | Budget committed to the Digital Workforce Project and the implementation of Microsoft 365 Tools.<br>The project is underway for the implementation of Microsoft 365 tools. The project has been delayed due to Covid-19, however it is anticipated that the project will be completed in the current financial year.   |                       |                       |                       |
| Adobe Licence Replacement          | 0                     | 0                                  | 0                          | 0                   | 15,000          | 0                    | 0                        | Replacement due 2021/22.   | 15,000                |                       |                       |
| Finance System Replacement         | 0                     | 0                                  | 0                          | 0                   | 150,000         | 0                    | 0                        | Replacement for the finance system proposed for 2021/22 in the current programme.  | 150,000               |                       |                       |
| Committee Management System        | 3,000                 | 1,500                              | 0                          | -1,500              | 3,000           | 0                    | 0                        | ModernGov software now live as of 2019/20, the final £3k budget to cover final costs to upgrade the software due Q3 2020/21.   |                       |                       |                       |
| Upgrade to Assure from M3          | 20,000                | 10,000                             | 10,000                     | 0                   | 20,000          | 0                    | 0                        | This budget is to migrate from M3 to Assure software, this project will commence in Q3 2020/21 to be completed in the current year.  |                       |                       |                       |
| Cash receipting System             | 32,500                | 16,250                             | 0                          | -16,250             | 32,500          | 0                    | 0                        | Income Management Software replacement project. The capital budget for this project will be used for training and consultancy on the new software commencing in Q3 with delivery completing in Q4 2020/21.   |                       |                       |                       |
| Northgate Revs & Bens              | 3,606                 | 1,803                              | 0                          | -1,803              | 3,606           | 0                    | 0                        | Budget required for system upgrades following legislative changes in relation to e-billing. The budget will be to complete the software changes / upgrades.  |                       |                       |                       |

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| General Fund   | Revised Budget | Year to date Budget | Year to date Actual | Year to date Variance | Forecast | Carry Forward | Forecast Variance | Comments   | Forecast 21/22 | Forecast 22/23 | Forecast 23/24 |
|--|----------------|---------------------|---------------------|-----------------------|----------|---------------|-------------------|--|----------------|----------------|----------------|
| Asset Management Plan - Leisure & Parks                    | 32,780         | 16,390              | 572                 | -15,818               | 32,780   | 0             | 0                 | There are a number of planned maintenance works to be carried out this year at both Selby and Tadcaster leisure centres. The works are being co-ordinated by IHL and are expected to be completed on time.   | 47,891         | 9,005          | 17,746         |
| Committee Room Microphone system                           | 65,000         | 32,500              | 0                   | -32,500               | 65,000   | 0             | 0                 | Specification is written and tenders have been invited for the Committee Room microphone system. However, the project is currently on hold due to Covid-19.  |                |                |                |
| Car Park Ticket Machines                                   | 36,000         | 18,000              | 0                   | -18,000               | 36,000   | 0             | 0                 | The purchase of new ticket machines is linked to changes to the Car Parking Strategy, new tariffs etc. Given the delays to all services as a result of coronavirus it is currently unclear when the policy changes required prior to the acquisition of new machines will occur at which time revised costings will be required.   |                |                |                |
| Industrial Units Maintenance                               | 20,000         | 10,000              | 0                   | -10,000               | 20,000   | 0             | 0                 | An initial report presenting options has been provided to LT for consideration. Further work is now required to develop a formal business case for each option. Given the nature of the options being considered it is considered inappropriate to seek approval to invest the existing capital funds at this time. The outturn forecast has therefore been revised accordingly and a carry forward will be requested. Improvements to the industrial units are subject to the outcome of a report to Executive in respect of the future direction. We are awaiting information regarding demand from colleagues in ED to inform the recommendations of the report. The budget has currently been re-forecast of the basis of expected essential spend for the year. | 227,200        | 7,200          |                |
| Car Park Improvement Programme                             | 300,000        | 150,000             | 0                   | -150,000              | 300,000  | 0             | 0                 | Work to progress improvement to Back Micklegate, Micklegate and Portholme Crescent car parks has been placed on hold in order to maximise funding options through external funding bids such as the Heritage Action Zone funding. Delays have been encountered due to discussions with Landowners, in the meantime engagement with the Landscape Architects will take place to progress designs for Portholme Crescent. The funds will be required in 20/21 as match funding for the wider investment programme being considered.  | 230,096        |                |                |
| ICT - Channel Shift 2 Website & Intranet                   | 57,500         | 28,750              | 40,775              | 12,025                | 57,500   | 0             | 0                 | Channel shift Phase 2 (Customer portal) project which has been delayed from 19/20 as per the business case and project plan. Citizens Access Portal (Revenues) will be LIVE in Q3 2020/21 with Citizens Access Portal (Benefits) in Q4 2020/21. A commitment of £22.5k will be made once the software is LIVE. This budget will be used for Scanstation/CAB/CAR and CA_LL and e-forms development through 2020/21  |                |                |                |
| ICT - Channel Shift 3 Website & Intranet                   | 0              | 0                   | 0                   | 0                     | 0        | 0             | 0                 | Channel shift Phase 3 (Housing management CX integration) project which has been delayed from 19/20 as per the business case and project plan. This will follow the implementation of Channel shift phase 2 (Customer portal project) expected to be during 2020/21. This budget will be used as the Digital Front Door Options Appraisal, however, due to Covid-19 it is anticipated that this will not commence until 2021/22.   | 18,000         |                |                |
| ICT - Disaster Recovery Improvements - Software / Hardware | 24,786         | 12,393              | 6,992               | -5,401                | 24,786   | 0             | 0                 | Design changes have enabled lower costs for this project. This budget is for improvements aligned to Microsoft requirements & DR Improvements including new server in 2020/21.   |                |                |                |
| ICT - End User Devices - Software / Hardware               | 25,341         | 12,671              | 19,930              | 7,260                 | 25,341   | 0             | 0                 | Budget is required for replacement hardware in relation to the digital workforce strand of the digital strategy.   | 49,500         | 49,500         | 49,500         |
| ICT - Digital Workforce - Telephones - Mobile Working      | 16,000         | 8,000               | 920                 | -7,080                | 16,000   | 0             | 0                 | Budget is for replacement Mobile phone hardware in relation to the digital workforce strand of the digital strategy. Replacements are scheduled to happen in Q4 2020/21.   | 9,500          | 9,500          | 9,500          |

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| General Fund                            | Revised Budget   | Year to date Budget | Year to date Actual | Year to date Variance | Forecast         | Carry Forward    | Forecast Variance | Comments   | Forecast 21/22   | Forecast 22/23   | Forecast 23/24 |
|---|------------------|---------------------|---------------------|-----------------------|------------------|------------------|-------------------|--|------------------|------------------|----------------|
| South Milford Retaining Wall            | 15,000           | 7,500               | 0                   | -7,500                | 15,000           | 0                | 0                 | We are still awaiting confirmation from the parish priest as to whether approval for the improvement works to the wall will need to go through a Faculty application (similar to Listed Building Approval). It is currently unknown how long the process will take. Given the relatively small amount of funding involved, no alteration to the outturn forecast has been made at this time.   |                  |                  |                |
| Waste Collection Fleet                  | 4,200,000        | 2,000,000           | 0                   | -2,000,000            | 4,000,000        | 200,000          | -200,000          | An order was placed last year via a framework for the purchase of 21 x RCV's and 1 x mechanical sweeper. The fleet is likely to be delivered between September and November 2020 with the first delivery on 30th September. A further vehicle is required following a rerounding exercise, and a bid has been put forward for this as part of the 21/22 budget process for £200k. This would be expected to be spent in 21/22.   | 200,000          |                  |                |
| Council Play Area Maintenance           | 105,000          | 52,500              | 0                   | -52,500               | 105,000          | 0                | 0                 | Groundwork have been commissioned to project manage this project and the design and consultation stages have been completed for the first site which is Grange Road, Tadcaster. Groundwork will shortly be going out to tender for the works. Design work is starting on the second site which is Charles Street, Selby.   | 100,000          | 100,000          |                |
| Replacement of Vehicle Fleet            | 7,950            | 3,975               | 0                   | -3,975                | 7,950            | 0                | 0                 | Delivery of the replacement vehicle fleet has been delayed until November / December due to coronavirus.   |                  |                  |                |
| Purchase of Land                        | 0                | 0                   | 0                   | 0                     | 0                | 0                | 0                 | To facilitate affordable housing development and acquisitions and will be subject to business case.  | 937,500          |                  |                |
| New Build Projects (Loans to SDHT)      | 400,000          | 200,000             | 0                   | -200,000              | 0                | 400,000          | -400,000          | Sites have been identified for potential acquisition. However, the Covid lockdown has delayed negotiations. There are also small sites identified for development and are with the Planning Team, when approved, tenders can be completed to attain absolute costs, this has also been delayed due to the Covid lockdown. Tenders are due to be issued during September / October. Discussions will then take place with SDHT to decide if they wish to progress them. Until the SDHT Business Plan is finalised current assumptions have been used to not commence with any units in 2020/21 due to the delays in the development sites, with 30 units in 2021/22 and 2022/23 with the balance of the funding in 2023/24. | 2,800,000        | 8,830,940        |                |
| Private Sector - Home Improvement Loans | 39,031           | 19,516              | -916                | -20,432               | 39,031           | 0                | 0                 | There has been a slow start to RAS Loans in 2020/21, due in part to Covid-19 but also due to RAS loans been somewhat seasonal during the winter months and difficult to profile, despite this we would still expecting full spend of the budget in 2020/21. RAS loans are repaid to the council upon sale of the property and then recycled into new loans. This allows more vulnerable households to receive the help they need.-In 2019/20 we received 4 repaid loans totalling £12,117 which meant that around 3 additional households were able to receive essential assistance. We would expect to receive at least a similar number of repayments in 2020/21.  |                  |                  |                |
| Empty Property Grants                   | 80,000           | 40,000              | 32,465              | -7,535                | 80,000           | 0                | 0                 | We have completed 3 Empty Homes Grants during quarter 1 & 2 of 2020/21. The Empty Homes Officer has progressed a number of enquiries leading to around 6 expressions of interest from empty property owners which we would expect to convert into full grants in due course. Empty Homes Grants remain popular and are an excellent way of sourcing private rented accommodation for vulnerable households at risk of homelessness. It is expected that the full budget be spent in 2020/21.   | 80,000           | 80,000           |                |
| Disabled Facilities Grants (DFG)        | 680,317          | 340,159             | 78,356              | -261,803              | 265,700          | 414,617          | -414,617          | Covid-19 is having a significant impact on the delivery of DFGs. Currently 22 are approved, on averaged there are 3 contractors on site a week. YTD 9 have been completed, this is significantly down compared with previous years therefore the anticipated outturn will not achieve the forecast annual spend. It is hoped that by the end of this year we will see a reasonable recovery but the overall the current year forecast has been reduced to £266k with the balance being carried forward to 2021/22.   | 816,977          | 402,360          | 402,360        |
| <b>Total General Fund</b>               | <b>6,393,951</b> | <b>3,096,976</b>    | <b>222,286</b>      | <b>-2,874,690</b>     | <b>5,544,334</b> | <b>1,014,617</b> | <b>-1,014,617</b> |  | <b>5,741,664</b> | <b>9,518,505</b> | <b>509,106</b> |

**Appendix D : 2020/21 Selby District Council Capital Programme - To 30 September 2020**

| Housing Revenue Account                          | Revised Budget | Year to date Budget | Year to date Actual | Year to date Variance | Forecast | Carry Forward | Forecast Variance | Comments   | Approved Programme & Carry Forward Proposal |                |                |
|--|----------------|---------------------|---------------------|-----------------------|----------|---------------|-------------------|--|---|----------------|----------------|
|  |                |                     |                     |                       |          |               |                   |  | Forecast 21/22                              | Forecast 22/23 | Forecast 23/24 |
| Housing & Asset Management System                | 132,375        | 66,188              | 28,710              | -37,478               | 132,375  | 0             | 0                 | The remaining capital of £132k will be invoiced in Q3 2020 following the Rents module Go Live in July 2020. The repairs module will commence in September 2020, with the remaining revenue expenditure to be used to implement this by a scheduled date of January 2021.   |   |                |                |
| St Wilfrid's Court                               | 19,267         | 9,634               | 17,969              | 8,336                 | 19,267   | 0             | 0                 | The programme scoping meeting identified requirement for significantly more investment than is available in the current budget. The current budget will therefore be utilised to address some of the higher priority issues identified during visit, as well as any essential health and safety related works.<br>Work to replace the Tunstall system within the property has now been completed as this was deemed an emergency due to increasing false/no alarm reports. Progress in identifying additional improvement works at the scheme are however still on hold due to coronavirus. Due to the nature of the scheme and protect the safety of the residents it is felt essential to limit the works being undertaken whilst the Covid situation remains uncertain.   | 93,733                                      |                |                |
| Environmental Improvement Plan                   | 108,152        | 54,076              | 0                   | -54,076               | 108,152  | 0             | 0                 | This funding is earmarked to support a scheme being led by colleagues in the Contracts and Procurement Team. Work to progress the scheme has however been delayed by the coronavirus outbreak. Currently awaiting a revised programme from colleagues in the Contracts and Procurement team, it is expected that this work will be completed in this financial year.   |   |                |                |
| Housing Development Project                      | 400,000        | 200,000             | 0                   | -200,000              | 400,000  | 0             | 0                 | Programme for the development of up to 10 HRA properties on small sites, Starts on these sites is anticipated in 2020/21. Work including, feasibility studies, asbestos surveys and garage clearance are being progressed.<br>Planning permission for development of three schemes has now been secured and work is underway to progress these through to tender. The coronavirus pandemic will result in delays in progressing these projects to site however.  | 3,027,643                                   |                |                |
| Ousegate Hostel                                  | 10,394         | 5,197               | 0                   | -5,197                | 10,394   | 0             | 0                 | An upgrade of the CCTV within the building was undertaken with Fire Risk Assessment and communal area refurbishment works progressing in tandem.<br>This budget is required to complete the final elements of the works identified within the Fire Risk Assessment and will be assessed for Covid compliance.  |   |                |                |
| Phase 1 HDP Byram Park Road                      | 0              | 0                   | -5,805              | -5,805                | 0        | 0             | 0                 | Final Retention invoice received £5k lower than anticipated  |   |                |                |
| Community Centre Refurbishment                   | 64,377         | 32,189              | 0                   | -32,189               | 10,000   | 10,000        | -54,377           | The Fire Risk Assessment works identified at Grove House have now been completed except for the installation of the new entrance doors and door entry system which are on order.<br>Work to identify further requirements outlined for other community centres under the FRA process is currently underway.<br>Further progress on delivery of this programme has been delayed due to the coronavirus outbreak.  | 54,377                                      |                |                |
| Empty Homes Programme - Improvements to Property | 1,094,740      | 547,370             | 0                   | -547,370              | 252,632  | 842,108       | -842,108          | This supports the Empty Homes Programme and is available to purchase Empty properties that will be brought back in to use and let through the HRA and former council properties sold through the Right to Buy. This is part of a 3 year programme to fund the purchase of 20 properties and includes S106 and Homes England Grant funding. We purchased 7 properties in 2019/2020, the work to improve these properties to a lettable position has been delayed due to the Covid lockdown, there was 1 long term empty property and 6 former Right to Buy, buy backs. We are also still progressing with the Compulsory Purchase of a long term empty property. These properties have been added to the HRA and will be let at an affordable rent once the works are complete.<br>The Q2 forecast assumes a further 3 properties will be purchased in 2020/21 in line with the approved funding from Homes England with the balance of the budget forecasted to be spent in 2021/22. A revised programme is being drawn up for those further acquisitions. | 842,108                                     |                |                |
| Assets Vehicle Fleet                             | 60,950         | 30,475              | 0                   | -30,475               | 60,950   | 0             | 0                 | Delays in obtaining the new vehicle fleet due to coronavirus have resulted in underspend on this budget YTD. The fleet is now estimated to arrived in November / December at the earliest  |   |                |                |

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| Housing Revenue Account                 | Revised Budget    | Year to date Budget | Year to date Actual | Year to date Variance | Forecast          | Carry Forward    | Forecast Variance | Comments   | Forecast 21/22    | Forecast 22/23    | Forecast 23/24   |
|---|-------------------|---------------------|---------------------|-----------------------|-------------------|------------------|-------------------|--|-------------------|-------------------|------------------|
| Energy Efficient Programme              | 701,869           | 350,935             | 112,882             | -238,053              | 701,869           | 0                | 0                 | The cessation of all but emergency repairs due to coronavirus has impacted delivery of the capital investment programme. We have issued the scope of works to our contractor partners about programme delivery and are pushing for this programme of works to be completed in the current financial year.  | 500,224           | 510,225           | 520,430          |
| Health and Safety Improvement Programme | 598,000           | 299,000             | 159,136             | -139,864              | 886,724           | 288,724          | 288,724           | The cessation of all but emergency repairs due to coronavirus has impacted delivery of the capital investment programme. We are currently working on our recovery plans for reintroduction of services and talking with contractor partners about programme delivery. At Q1 £289k was forecasted to drop into the next financial year for re-wire works linked to the delays on the Property Refurbishment Programme, however we have now identified a programme of re-wires with our major works contractor and this work is again scheduled for the current financial year.  | 957,376           | 554,675           | 565,770          |
| Property Refurbishment Programme        | 3,131,094         | 1,565,547           | 390,889             | -1,174,658            | 4,200,000         | 1,068,906        | 1,068,906         | The cessation of all but emergency repairs due to coronavirus has impacted delivery of the capital investment programme. We are currently working on our recovery plans for reintroduction of services and talking with contractor partners about programme delivery. Q1 estimations were to deliver 60% of the programme in the current financial year, this has now been reassessed with our main contractor and additional kitchen, bathroom, window and door replacements are to be completed this financial year. This will be monitored and reviewed with our contractors for future Covid impacts. The forecast includes £600k Covid impact based on 5% increase in costs as a result of project delays | 5,103,140         | 3,677,796         | 3,740,890        |
| Property Investment Programme           | 350,000           | 175,000             | 203,988             | 28,988                | 350,000           | 0                | 0                 | The cessation of all but emergency repairs due to coronavirus has impacted delivery of the capital investment programme. We are currently working on our recovery plans for reintroduction of services and talking with contractor partners about programme delivery. Current estimations are to deliver 30% of the programme in the current financial year, however at this stage the programme has been paused due to resource pressures, this will continue to be re-assessed.  | 1,373,310         | 427,133           | 435,680          |
| <b>Total HRA</b>                        | <b>6,671,218</b>  | <b>3,335,609</b>    | <b>907,769</b>      | <b>-2,427,840</b>     | <b>7,132,363</b>  | <b>2,209,738</b> | <b>461,145</b>    |  | <b>11,951,911</b> | <b>5,169,829</b>  | <b>5,262,770</b> |
| <b>Total Capital Programme</b>          | <b>13,065,169</b> | <b>6,432,585</b>    | <b>1,130,055</b>    | <b>-5,302,530</b>     | <b>12,676,697</b> | <b>3,224,355</b> | <b>-553,472</b>   |  | <b>17,693,575</b> | <b>14,688,334</b> | <b>5,771,876</b> |