



REPORT TO EXECUTIVE

PORTFOLIO AREA: ENVIRONMENT, INFRASTRUCTURE & TRANSPORT AND CORPORATE RESOURCES

Date of Meeting: 18 February 2008

Public

Key Decision: No

Recorded in Forward Plan:

No

Inside Policy Framework

Title: CONFIRMATION OF RELEASE OF LLPG CAPITAL GRANT
Report of: Head of Planning & Housing Services
Report reference: DS.15/08

Summary:

Report to Executive P.51/04 and Report to Council P.57/04 refer to the release of the remaining GIS/LLPG Capital Programme Budgets to the Head of Planning Services in order to proceed with GIS & LLPG projects. It is believed that the intention at the time was to release all capital grants but it is unclear if the LLPG Capital Grant was specifically included.

Clarification is sought that the grant has been released in order to proceed with an LLPG Improvement Works Project so that the Council can avoid potential financial penalties from the National Land & Property Gazetteer (NLPG) outlined in the attached business case.

Recommendations:

That the Executive confirm release of the remaining £30,300 of the LLPG Capital Grant in order to proceed with improvement works to the Council LLPG.

Catherine Elliot
Director of Development Services

Contact Officer: Robert Stapleton

Ext: 7073

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

1.0 BACKGROUND INFORMATION AND OPTIONS

- 1.1 In order to comply with contractual obligations under the Local Authority Mapping Services Agreement (MSA), Councils are obliged to carry out specified improvement works on their Local Land & Property Gazetteers (LLPG) outlined in annual Authority Dataset Improvement Schedules. These are sent to Authorities in July of each year.
- 1.2 The works outlined in the 2007/8 Improvement Schedules are aimed at resolving the following issues:
- 1) Solving legal and quality issues preventing the re-sale of the NLPG to third parties.
 - 2) Preventing the situation whereby Royal Mail and Ordnance Survey are able to obtain free of charge Local Authority address information and then selling it back at inflated cost.
 - 3) Migrating Authority LLPG's to the latest version of British Standard BS7666.
- 1.3 In order to fulfil the obligations set out in the 2007/8 Improvement Schedule, a project is needed to be initiated and given corporate priority to carry out the necessary works with involvement from ICT, Revenues, and Electoral Registration staff. If the work is not carried out the Council will very likely incur financial penalties outlined in the Appendix of the project business case. A copy of the full LLPG Improvement Works business case is attached to this report including a summary of the options open to the Council.
- 1.4 Report to Executive P.51/04 and Report to Council P.57/04 refer to the release of the remaining GIS/LLPG Capital Programme Budgets to the Head of Planning Services in order to proceed with GIS & LLPG projects. It is believed that the intention at the time was to release all capital grants but it is unclear if the LLPG Capital Grant was specifically included. Reports P.51/04, P.57/04 and P.65/03 are attached for information.
- 1.5 Clarification is sought that the grant has been released in order to proceed with an LLPG Improvement Works Project so that the Council can avoid potential financial penalties from the National Land & Property Gazetteer (NLPG) outlined in the attached business case.

2.0 CONSULTATION

2.1 Consultation to Date

2.2 Consultation Proposed

3.0 RECOMMENDATIONS

3.1 That the Executive confirm release of the remaining £30,300 of the LLPG Capital Grant in order to proceed with the LLPG Improvement Works project.

4.0 REASONS FOR RECOMMENDATIONS

4.1 Confirmation of release of the remaining grant will enable the Council to avoid financial penalties of up to £189,600 permissible under the Local Government Mapping Services Agreement for non-compliance of contractual obligations to the NLPG.

5.0 IMPLICATIONS

- Staffing/Resources – Finance is required to employ a temporary member of staff for 6 months.
- Financial – There is a budget of £30,300 in the 2007/08 capital programme allocated to the LLPG scheme. This is the balance of the original budget of £65,000 approved in 2003/04.
- Legal – Contractual obligations with National Land and Property Gazetteer under the Mapping Services Agreement (See Business Case attached).
- Corporate – Will increase the quality of the Council Local Land and Property Gazetteer, which will lead to lack of duplication and improve efficiency.
- Risk Management – Will reduce risk of significant fines for non-compliance of contractual obligations to NLPG (see Business Case).
- Equality and Disability – None

- Environmental – None
- Crime and Disorder – None
- Impact on Customers – Improved and more joined up service.

Catherine Elliot
Director of Development Services

Contact Officer: Robert Stapleton

Ext: 7073

P. 65/03
GEOGRAPHICAL INFORMATION SYSTEMS AND NATIONAL LAND AND
PROPERTY GAZETTEER BUSINESS CASE



REPORT TO EXECUTIVE

PORTFOLIO AREA: CROSS CUTTING INFRASTRUCTURE, ENVIRONMENT AND TRANSPORT

Date of Meeting: 18 December 2003

Public

Key Decision: Yes

Recorded in Forward Plan: No

Inside Policy Framework

Title: **GEOGRAPHICAL INFORMATION SYSTEMS AND NATIONAL
LAND AND PROPERTY GAZETTEER BUSINESS CASE**

Report of: **Head of Planning Services**

Report reference: **P.65/03**

Summary:

This report details the business case for the implementation of a corporate Geographical Information System and National Land and Property Gazetteer. It identifies a three year programme of implementation, together with capital and revenue costs, potential savings and requests a capital bid to continue the implementation of the corporate system.

Recommendations:

It is recommended that:

- 1) The Executive approve the implementation of the corporate infrastructure for GIS/NLPG;
- 2) The capital bid for the next three years be earmarked in principle subject to further reports to the Executive;
- 3) The anticipated revenue costs be funded from existing budgets and savings resulting from the introduction of the system;
- 4) The capital funding earmarked for the project be reduced by any future award of IEG and or PDG monies; and
- 5) The report be forwarded for consideration by the Corporate Resources Overview & Scrutiny Committee on the 12 January 2004.

Alan Eales

Head of Planning Services

Contact Officer: Alan Eales

Ext: 7170

1.0 BACKGROUND INFORMATION AND OPTIONS

- 1.1 The purpose of this Report is to introduce and summarise the detailed Business Case for a corporate GIS/NLPG system contained in Appendix 1 attached to this Report.
- 1.2 The Business Case presents a comprehensive assessment of the need for and implementation of a Corporate GIS/NLPG System. Although the Report and Business Case are prepared on the basis that it should be introduced corporately over a three year basis they also consider whether, provided the corporate infrastructure is in place, whether it can be introduced on a phased basis with Business Units joining when they are ready. This affects the call on the Capital Bid, as does the availability of other money such as Planning Delivery and Implementing Electronic Government Grants. The availability and award of such grants could significantly reduce the call on the Capital Bid but any such awards will not be known until February or March next year.
- 1.3 During last years budget cycle the following budgets were agreed in respect of initial work on Geographical Information Systems (GIS) and the National Land and Property Gazetteer (NLPG):
- initial address matching £ 5,000
 - data cleansing £60,000
 - further report £ 6,000
- 1.4 The Corporate Management Team considered a report from the Head of Planning Services, on the 10 March 2003, on the use of Planning Delivery Grant including the use of some of the Grant to support the above budgets. The report considered the need to employ Officers to meet E Government Targets in respect of the NLPG and GIS.

1.5 On the basis of the Report the Temporary Executive Director convened a meeting on GIS/NLPG/NLIS (National Land Information System), on the 24 April 2003, with key Members and it was agreed in principal that a corporate project would be established to:

- run the project to implement LLPG and GIS;
- appoint a Project Manager in Planning Services (temporary contract for 2 years);
- appoint a Project Officer in Planning Services (temporary contract for 2 years);
- decide upon and implement the best corporate GIS System for the authority as a whole.

1.6 In addition to the money made available through the budget process detailed in paragraph 1.3 above, a further £10,000 was allocated from the Planning Delivery Grant, together with £20,000 from the Implementing Electronic Government (IEG) fund. The total fund for the initial project is, therefore:

• initial address matching	£ 5,000
• data cleansing	£ 60,000
• Planning Delivery Grant	£ 10,000
• IEG Grant	£ 20,000
• further report	£ 6,000
Total	£101,000

1.7 The identified funding was sufficient to employ the two additional members of staff on two-year temporary contracts and begin the implementation of the project. It was recognised by the Executive at their meeting on the 6 February 2003, when agreeing the budget for the further report mentioned above that there was a possibility that this would lead to a future capital bid for data capture and infrastructure improvements. Although the amount at that time was not known, such a bid would be a subject of a further report to the Executive and Council.

- 1.8 The GIS/NLPG Manager and the GIS/NLPG Officer took up their posts on the 7 October and 20 October 2003 respectively. Since then they have been reviewing the Council's position, identifying existing databases, establishing project groups, investigating suppliers and work required to establish the LLPG and gathering information to develop the Business Case for a Corporate GIS System for the Council. The detailed business case has therefore been prepared in detail in less than two months of commencement of employment, which unfortunately fell outside the established budget cycle, which commenced with consideration of new bids at the Executive on the 4 November 2003.
- 1.9 However, having commenced the Project it became very apparent that the Council could not consider it a finite project but one that was ongoing. Therefore a recurring revenue bid of £55,000 for the salaries of the two GIS/NLPG Officers starting in 2005/06 was put through the budget cycle and considered by the Executive at the meeting on the 4 November and at the subsequent Overview and Scrutiny Committees.

2.0 The GIS/NLPG Business Case

- 2.1 The Business Case in Appendix 1 considers in detail the advantages of a corporate GIS/NLPG System for the City Council and costed on that basis over a three-year period. There are very sound reasons detailed in the Business Case why the Council should undertake the Project including the need for the Council to meet various e-government targets. The UK Government has a stated aim of 100% electronic delivery of all Government services nationally and locally by the end of 2005. Additionally they have stressed the need for joined up Government, where different Government agencies use common referencing and open systems to access information that relates to the same address or community. GIS, NLPG and NLIS have all been identified as key enablers of E Government and are the gateway for provision of such services as submission of online planning and building regulations applications and the electronic delivery of land charges.
- 2.2 Unfortunately Carlisle City Council is lagging somewhat behind other UK local authorities in implementing both GIS and NLPG/LLPG. In terms of GIS the authority is perhaps 5 years behind most Councils and in terms of NLPG/LLPG it is 2 years behind. This has adversely affected the Council's ability to implement Government initiatives such as E Government, NLPG, NLIS and the Planning Portal.

- 2.3 Each UK district or unitary authority, as the statutory street naming and numbering authority, is responsible for creating a Local Land and Property Gazetteer (LLPG) to BS7666 Standard and submitting it for inclusion in the NLPG. These LLPG's were supposed to have been created by the 31 December 2002.
- 2.4 Furthermore the Ordnance Survey no longer supplies large-scale paper maps to local authorities. They are now supplied as part of the National Service Level Agreement in digital format. At present this information is made available through Landline and is compiled as a simple representation of paper maps. There are problems with such digital map data, which are detailed in the Business Plan. However, the Ordnance Survey are in the process of phasing out Landline and replacing it with a product called Mastermap which has been recompiled to eliminate some of these disadvantages. The Council's current Fastmap GIS System is not capable of dealing with Mastermap and needs to be replaced.
- 2.5 In addition to the Council needing to meet the Government initiatives detailed above and the changes in the Ordnance Survey digital mapping format there are other initiatives that require the Council to have a corporate GIS System. These include:
- The Planning Portal for the electronic submission of Planning and Building Control applications.
 - The register of Contaminated Land.
 - The National Land Use Database (NLUD).
- 2.6 Given sufficient capital investment the authority could catch up very quickly, but this needs to be balanced against the ability of the organisation to develop staff, capture data and evolve more efficient work methods to take advantage of GIS. Therefore the Business Case suggests a three-year plan to implement a corporate GIS. Starting from a desktop GIS System based on a core of 13 to 15 expert users in year one, developing to an intranet base system serving almost all Council staff in year two and leading in year three to an internet system delivering map based Council information to Councillors and the general public.

2.7 The following table summarises the estimated costs of the three-year programme in both terms of capital and revenue costs per year. There will be some revenue savings through greater efficiency but to estimate these accurately is difficult. However, Appendix E does provide a quantifiable example of savings in the Planning Services Business Unit.

	Year 1	Year 2	Year 3	Total
Capital Costs	£138,960	£34,608	£40,682	£214,280
Data Capture	£116,900	£50,000	£50,000	£216,900
Total	£255,860	£84,608	£90,682	£431,150
Annual Revenue	£21,900	£21,900	£21,900	
Costs (software)				

2.8 Section 7 of the Business Case considers other possible sources of funding, which include:

- Implementation of Electronic Government (IEG) Grants;
- Invest to Save;
- Planning Delivery Grant (PDG); and
- Individual business unit funding;

2.9 These other sources of funding if available will reduce the capital costs of the Project. This is particularly true of the PDG, should the Council receive a significant increase of grant compared with the 2003/04 settlement. Although the PDG should only be used for the benefit of the planning service it could make a significant contribution to meeting some initial corporate costs, including setting up the LLPG, the link to the planning portal and data capture.

2.10 The budget has been based on the introduction of the system corporately but some business units may not wish to participate from the outset and the costs associated with those business units can be deferred, particularly the cost of data capture. This will again reduce the initial capital costs. There are, however a significant number of business units that do want to participate from the outset.

- 2.11 To be able to progress the project it is suggested that the full capital bid be earmarked for the project over the three-year period. However, that sum can be reduced by the availability of any IEG/PDG Grants awarded and money should only be released from the capital monies available through further Reports to the Executive as particular progress targets are satisfactorily met.
- 2.12 It is the intention for Planning Services to develop the system using the existing budget and future Planning Delivery Grant to introduce together with Land Charges a LLPG through the Council's Planning, Building Control and Land Charges systems supplied by Plantech. This will form the basis of the Corporate system and can be extended throughout the authority as demanded by Business Units. There is simply no option for the Council other than to proceed in some form.
- 2.13 Five Appendices accompany the Business Case. Appendix A examines the risks associated with the Project; Appendix B identifies the Council's existing geographic datasets. Appendix C identifies potential City Council GIS Applications, including partnerships. Appendix D provides an example of a quantifiable efficiency savings in Planning Services and Appendix E contains examples of internet GIS to view.

3.0 CONSULTATION

3.1 Consultation to Date

The business case has been considered by the Council's Corporate GIS/NLPG Team and by the Corporate Management Team at their meeting on the 3 December 2003.

3.2 Consultation Proposed

Consideration by the Corporate Resources and Overview & Scrutiny Committee at their meeting on the 12 January 2004.

4.0 RECOMMENDATIONS

4.1 It is recommended that:

- 1) The Executive approve the implementation of the corporate infrastructure for GIS/NLPG;
- 2) The capital bid for the next three years be earmarked in principle subject to further reports to the Executive;
- 3) The anticipated revenue costs be funded from existing budgets and savings resulting from the introduction of the system;
- 4) The capital funding earmarked for the project be reduced by any future award of IEG and or PDG monies; and
- 5) The report be forwarded for consideration by the Corporate Resources Overview & Scrutiny Committee on the 12 January 2004.

5.0 REASONS FOR RECOMMENDATIONS

5.1 To ensure that the City Council can meet its electronic Government requirements and provide a fast and efficient service for the public.

6.0 IMPLICATIONS

- **Staffing/Resources** – The specialist GIS/LLPG Manager and Officer are in post. There will be a requirement for training for nominated GIS experts within each of the business units that wish to participate.
- **Financial** – The Head of Finance has been consulted in the preparation of this Report and the financial implications have been incorporated into the Provisional Draft Capital Programme for 2004/05 to 2006/07 (Report FS49/03) which is considered elsewhere on this agenda.
- **Legal** – The implementation of a corporate GIS/NLPG System will help meet the electronic delivery of Land Charges.

- **Corporate** – It is important that the project is delivered as a corporate resource, although it can be done in stages.
- **Risk Management** – These are detailed within the business case, but there are significant risks to the Council of not meeting the E Government Targets. The conversion of paper information to digital information will eliminate the potential loss of such paper information to a catastrophic event.
- **Equality Issues** – The implementation of the business case and GIS/NLPG Strategy will provide additional means of accessing Council information through the Internet.
- **Environmental** – Creation of environmental information in digital format will assist in promoting sustainable development.
- **Crime and Disorder** – Again the creation of digital information on Crime and Disorder matters can assist in overcoming those problems.

Alan Eales

Head of Planning Services

Contact Officer: Alan Eales

Ext: 7170

**P.57/04
GIS Implementation**



REPORT TO COUNCIL

PORTFOLIO AREA: ENVIRONMENT, INFRASTRUCTURE & TRANSPORT and CORPORATE RESOURCES

Date of Meeting: 23 November 2004

Private * Not for publication by virtue of paragraph 8 of Part 1 of Schedule 12A of the Local Government Act 1972

Key Decision: No

Recorded in Forward Plan: No

Inside Policy Framework

Title: GIS Implementation
Report of: Head of Planning Services
Report reference: P.57/04

Summary:

Report P.51/04 GIS Implementation was considered in Part B at the Executive on the 8th of November 2004. The report summarised progress to date and detailed the next steps towards full implementation. A copy of the report is attached.

Recommendations:

That the Council releases the remaining £266,050 funding from the £431,150 GIS/LLPG Capital Programme Budget to proceed with full implementation of GIS/LLPG Projects for Carlisle City Council.

Alan Eales
Head of Planning Services

Contact Officer: Robert Stapleton

Ext: 7073

1.0 The decision of the Executive was:

1 Executive approved the release of the remaining GIS Capital Programme as follows:

- Capital costs £69,150
- Data Capture £196,900

Expenditure will be in line with the original budget breakdown, which is shown in the Table in paragraph 1.2. of the report.

2 A two stage Tender process be approved to procure a single data capture contract for the Authority.

2.0 Recommendations:

2.1 That the Council releases the remaining £266,050 funding from the £431,150 GIS/LLPG Capital Programme Budget to proceed with full implementation of GIS/LLPG Projects for Carlisle City Council.

Alan Eales
Head of Planning Services

Contact Officer: Robert Stapleton

Ext: 7073

Executive Report P.51/04



REPORT TO EXECUTIVE

PORTFOLIO AREA: ENVIRONMENT, INFRASTRUCTURE & TRANSPORT

Date of Meeting:

Private*

* Not for publication by virtue of paragraph 8 of Part 1 of Schedule 12A of the Local Government Act 1972

Key Decision: Yes

Recorded in Forward Plan:

No

Inside Policy Framework

Title: GIS Implementation
Report of: Head of Planning Services
Report reference: P.51/04

Summary:

The Report requests the release of remaining GIS Capital Programme and suggests that a two stage tender process be approved to procure a single data capture contract.

Recommendations:

- i Executive approve the release of the remaining GIS Capital Programme as follows:
 - Capital costs £69,150
 - Data Capture £196,900Expenditure will be in line with the original budget breakdown, which is shown in the Table in paragraph 1.2.
- ii. A two stage Tender process be approved to procure a single data capture contract for the Authority.

Alan Eales
Head of Planning Services

Contact Officer: Robert Stapleton

Ext: 7073

1.0 INTRODUCTION

1.1 In December 2003 the Executive approved the GIS/LLPG Business Case (P.65/03) as the basis of the way forward for implementing the two key enablers of E-Government ahead of the Government Deadline of the end of 2005. To support this a three-year capital programme totalling £431,150 was approved to finance implementation of the necessary infrastructure and capture of Geographical Information Datasets.

1.2 The original Business Case envisaged year on year indicative expenditure as follows:

	2004/5	2005/6	2006/7	Total
Capital Costs	£138,960	£34,608	£40,682	£214,280
Data Capture	£116,900	£50,000	£50,000	£216,900
Total	£255,860	£84,608	£90,682	£431,150
Annual Revenue	£21,900	£21,900	£21,900	
Costs (software)				

1.3 In May 2004 the Executive approved selection of ESRI UK as the corporate GIS supplier for Council and agreed to allow for Year 2 implementation and funding to be bought forward to Year one. The amount released from the programme at that time was £145,130 specifically for Capital Purchases in 2004/5 (Report P65/03).

1.4 An additional £20,000 was requested to be released from the Data Capture element of the programme to cover preparatory work for the issue of a data capture Tender (Report P65/03).

1.3 This report summarises the progress in procuring a Corporate GIS Infrastructure and requests the release of resources needed to progress implementation of the solution in terms of data needed to populate the system.

2.0 IMPLEMENTATION OF GIS SOLUTION

- 2.1 In May 2004 ESRI UK's ArcGIS Solution was selected to form the basis of a Corporate GIS for Carlisle City Council.
- 2.2 After much protracted legal negotiation, Legal Services were able to secure terms and conditions acceptable to the Council and at the time of writing, signature of the contract is imminent. Following this, implementation of the solution will proceed as quickly as possible.
- 2.3 In order to alleviate the need for reports to be submitted to the Executive each time routine funding is required, it is requested that the Executive release the balance of the money allocated to capital purchases totalling £69,150 to be used in 2005/6. This will enable the systems side of the implementation to be completed one year early.

3.0 DATA REQUIREMENTS

- 3.1 The system will initially be populated by Ordnance Survey map data, commercially available data and some departmental data that can be easily translated to the ESRI format, but it will be necessary to engage in a large scale data capture exercise in order to populate the system and gain full business benefits. Preliminary estimates of costs were included in the December 2003 Business Case and were expected to total £216,900.
- 3.2 It is proposed that some commercially available datasets that the Council would derive corporate benefit from be purchased immediately. The datasets required are:

- **Landmark Historical Map Data**

This data is useful for Planning Services, Environmental Services, Property Services and other departments to track land use and industrial change since the 1840's.

- **Ordnance Survey Aerial Photography**

This information is not currently supplied by the OS under existing Service Level Agreements, but is useful for departments to check "ground truth" of features without requiring site visits and to plot locations of objects that are not mapped in detail by the Ordnance Survey such as trees.

3.3 Costs of these datasets would be:

Capital Costs:

Landmark Historical Maps	£28,000
Ordnance Survey Aerial Photography	£5,700
Total	£33,700.00

Annual Revenue Costs:

Landmark Historical Maps Annual Licence	£250
Ordnance Survey Aerial Photography Annual Licence	£5,700
Total	£5,950.00

- 3.4 Due to European Procurement Directives, the Ordnance Survey Local Authority Service Level Agreement is in the process of being re-negotiated by IDEA on behalf of all Local Authorities and replaced by a Mapping Services Agreement. Some previously freely supplied datasets have been removed from the agreement and now must be supplied separately under commercial licences and the total cost of the agreement to each Authority is expected to increase by 10-15% per annum. It is imperative that the Council's budget to cover Ordnance Survey expenditure is increased to cover this and also the ongoing maintenance of any additional commercially supplied datasets from the OS.
- 3.5 It is suggested that the annual revenue costs detailed in paragraphs 3.3 and 3.4 can be financed initially from the Planning Delivery Grant, but this will eventually have to be financed from the base budget.
- 3.6 In terms of capturing departmental business data, it is proposed that a single data capture tender for the entire Authority be issued to take advantage of economies of scale, thus reducing overall costs.

3.7 Because of the specialised nature of the tender it is proposed to issue it in two stages:

a. A published Invitation for Expressions of Interest in Tendering

Due to the scale of the project and the length of time it will take, it is essential to filter out suppliers who would not be up to the task, but at the same time to attract as much interest as possible. Additionally, a tender of this type is extremely detailed and requires much evaluation. Introducing an expression of interest phase enables filtering of suppliers on more general criteria and also enables details of the tender to be developed as suppliers raise points, and issues such as costs, timescales, and quality criteria become apparent.

b. A detailed selective Tender restricted to only those suppliers who have been filtered out by the expression of interest phase.

3.8 £20,000 has already been released from the GIS Data Capture fund to pay for preparatory work necessary to proceed with the Tender.

3.9 In order to alleviate the need for reports to be submitted to the Executive each time routine funding is required, the Executive is requested to release the balance of £196,900 in order to proceed with the Tender, and to buy the additional commercially available datasets and data conversion software tools.

3.10 Once the tender process is complete, a further report will be submitted for approval detailing selected supplier, costs, and projected year on year expenditure.

4.0 RECOMMENDATIONS

i Executive approve the release of the remaining GIS Capital Programme as follows:

- Capital costs £69,150
- Data Capture £196,900

Expenditure will be in line with the original budget breakdown, which is shown in the Table in paragraph 1.2.

ii. A two stage Tender process be approved to procure a single data capture contract for the Authority.

5.0 IMPLICATIONS

- Staffing/Resources – Staff are in place.
- Financial – See paragraph 1.3 & 1.4.
- Legal – See paragraph 2.2
- Corporate – Implications are that other business units will participate in implementing GIS throughout in the Authority.
- Risk Management – Detail with the original Business Case Report (P.65/03).
- Equality Issues – Having online information increases the accessibility of information to all.
- Environmental – n/a
- Crime and Disorder – n/a
- Impact on Customers – Improves E Government service delivery.

Alan Eales
Head of Planning Services

Contact Officer: Robert Stapleton

Ext: 7073

2007/8 LLPG Authority Dataset Improvement Works Business Case

BUSINESS CASE

Project Name:	2007/8 LLPG Authority Dataset Improvement Works		
Author/Contact Officer:	Robert Stapleton		
Contact Details:	GIS/LLPG Manager Planning & Housing Services		
Service Head:	Alan Eales		
Directorate:	Development Services		
Portfolio Holder:	Ray Bloxham		
Document/Version Number:	1.1	Date:	16/8/2007
Document Location:			

Document History

Revision History

Revision date	Previous revision date	Summary of Changes	Changes marked
1/8/07	-	Version 1.0	
16/8/07	1/8/07	Version 1.1 – Clarification of revenue implications & spending authority for PDG and LLPG Capital budgets.	

Approvals This document requires the following approvals.

Individual or Group	Name/ Contact	Date Issued	Document/ Version No.	Date Approved	Comments (attach additional sheets if necessary)
Service Head		16/8/07	1.1		
Director		16/8/07	1.1		

Capital Projects Board	C Mitchell	15/08/07	CPB15 1.0	15/08/07	Recommend approval. Although it is for staff it is for set up costs only and therefore qualifies as capital. As funding comes from 2 previously approved budgets, Board suggest that Robert check's whether he should go to Executive for approval.
Capital Programmes Board					
SMT					
Executive					

Purpose of this document To document the justification for the undertaking of the project, based on the estimated cost of development and implementation against the risks and anticipated business benefits and savings to be gained.

Contents This Business Case contains the following topics:

Topic	See Page
Brief Description	2
Reasons	3
Objectives	4
Options Appraisal	5
Benefits expected	6
Impact on Corporate Priorities and Service Standards	6
Other Strategic Considerations	6
Proposed Timetable	7
Input Required from Other Teams/External Parties	7
Risks	8
Summary Investment Appraisal	9
Estimated Costs	10

Brief
Description
[C1]

In order to comply with contractual obligations under the Local Authority Mapping Services Agreement (MSA), Councils are obliged to carry out specified improvement works on their Local Land & Property Gazetteers (LLPG) outlined in annual Authority Dataset Improvement Schedules. These are sent to Authorities in July of each year.

The works outlined in the 2007/8 Improvement Schedules are aimed at resolving the following issues:

- 1) Solving legal and quality issues preventing the re-sale of the NLPG to third parties
- 2) Preventing the situation whereby Royal Mail and Ordnance Survey are able to obtain free of charge Local Authority address information and then selling it back at inflated cost
- 3) Migrating Authority LLPG's to the latest version of British Standard BS7666.

The 2007/8 Improvement Schedule is attached as an Appendix to this document.

In order to fulfil the obligations set out in the 2007/8 Improvement Schedule, a project is needed to be initiated and given corporate priority to carry out the necessary works with involvement from ICT, Revenues, and Electoral Registration staff.

If the work is not carried out the Council will very likely incur financial penalties outlined in the Appendix.

Reasons[C3]

Carlisle District Council is a signatory of the Local Government Mapping Services Agreement (MSA). There are two main components to the MSA:

- 1) Provision of map data essential to Local Government to carry out its statutory and other business functions at about 10% of the cost of a commercial licence. The most important of the data providers is Ordnance Survey. The Council pays approximately £15,000 p.a. under the MSA and an equivalent commercial licence would cost around £150,000.
- 2) Contractual participation in the National Land & Property Gazetteer (NLPG). This obliges all District and Unitary Councils to compile a Local Land & Property Gazetteer (LLPG), to maintain it to a quality acceptable to the NLPG Custodian, and submit it to the national hub for inclusion in the NLPG at agreed frequencies.

The MSA provides significant financial benefits to Local Government but also imposes contractual obligations and provides for financial and other penalties if Councils do not fulfil them. In terms of the NLPG, Councils are obliged to complete annual Authority Dataset Improvement Schedules committing them to certain bodies of work in the coming year. If the work is not carried out to a standard acceptable to the NLPG custodian, they are at liberty to reject Change Only Update (CoU) files submitted from the Council LLPG. When this happens, Councils fail the CoU frequency criteria and financial penalties will be imposed. The custodian is also at liberty to take full control of maintenance of an Authority LLPG and charge back consultancy rates of £1,250 + VAT per day for its continued maintenance. The 2007/8 Improvement Schedule and the letter from I&DeA outlining the charges that will be imposed are attached as Appendices 1 and 2.

Much of the work required under the 2007/8 Schedules relating to installation of the new Gazetteer Management software for BS7666:2006 and Address Change Intelligence (Street Naming & Numbering information) is already in hand and will be achieved by the deadlines. However additional temporary staff are needed to enter additional information into the LLPG required to conform to the new standard after installation.

One of most significant requirements of the 2007/8 Improvement Schedules relate to exchange of information with Council Tax, Non Domestic Rates and Electoral Registration systems. Full synchronisation between these systems and the LLPG is necessary to achieve this and will require significant additional staff resource to manually match and check address records, ensure they are captured to British Standard BS7666:2006 and enter cross-references to external systems by the April 2008 deadline. Once this has been done the NLPG Unique Property Reference Number (UPRN) must be inserted into the Revenues and Electoral Registration systems and workflows set up to ensure that both sides check and ensure that address data is kept in synchronisation with the cross-references maintained.

The money to finance the additional GIS/LLPG staff resource will be found from existing budgets such as Planning Delivery Grant and the LLPG budget. This project needs to be accepted as a corporate priority, resources devoted to it by ICT to make the necessary system changes, and by Revenues and Electoral Registration to help LLPG staff to resolve address anomalies and to adopt new workflows to keep their systems in synch with the LLPG.

[C4] If this project is adopted and given priority so that the work can be completed by the April 2008 deadline the Council will avoid the penalty charges outlined in the Appendix relating to the frequency of Change Only Updates submitted to the NLPG hub.

A benefit of carrying out the full range of works outlined in the Improvement Schedule should be that for the first time the Council will receive revenue from sales of the NLPG to third parties and will reduce or eliminate costs for the licensing of Post Office Address File (PAF) and Ordnance Survey Address-point data.

Objectives

The main objectives of the project are:

[C5]

- 1) Full migration to BS7666:2006 and implementation of new software to manage the gazetteer data.
- 2) Implementation of the new National Address Change Intelligence system (Street Naming & Numbering).
- 3) Full synchronisation of the Council LLPG with Council Tax, Non Domestic Rates and Electoral Registration systems.
- 4) Implementation of corporate procedures and electronic workflows to ensure that the systems are kept in synchronisation and cross-references maintained.
- 5) The principle address gazetteers underpinning key Council work will be joined up using a nationally recognised Unique Property Reference Number (UPRN). This will support the e-Government objectives of the Council by enabling more efficient access to information the Council holds relating to individual properties from systems such as the CRM.
- 6) As the Council moves towards a single LLPG there should be a reduction in the overhead of maintaining multiple address gazetteers and the staff time that involves. The GIS/LLPG Team will need to expand to cover the increasing workload but that should more than be offset by less staff needed in other areas to maintain multiple address gazetteers in other systems.
- 7) The Council should reduce or eliminate its costs for licensing of Royal Mail PAF and Ordnance Survey Address-point data.
- 8) The Council should start receiving revenue back from the NLPG from this re-sale.
- 9) The Council will avoid financial penalties imposed under the MSA.

Options
Appraisal[C6]

Option 1 – Do Nothing:

Benefits:

No additional staff or system costs

Costs:

The Council could incur financial penalties under the MSA of up to £189,600 + VAT per annum until all the works are carried out.

Option 2 – Migrate the LLPG to BS:7666 and implement the national Address Change Intelligence (SNN information) System without synchronising the LLPG with Council Tax, Non Domestic Rates, and Electoral Registration:

Benefits:

- 1) No additional system costs – upgraded software is being provided under existing system maintenance contracts.

Costs:

- 1) At least one temporary staff resource would be required until April 2008 to enter extra information required under the standard.
- 2) LLPG quality would not be maintained to the level acceptable to the NLPG Custodian. CoU files would not include the necessary cross-references to Electoral Registration and Revenues systems. In the case of Revenues this is verifiable against VOA data that NLPG receives. Files would be rejected affecting the agreed frequency of updates to the hub. The Council would incur penalty charges of up to £47,400 + VAT per annum until the work is carried out.

Option 3 – Carry out all the works (Recommended):

Benefits:

- 1) No penalty charges under the MSA
- 2) Reduction or elimination of costs for supply of Royal Mail PAF & OS Address-point. Currently at least £3,000 per annum.
- 3) Revenue from re-sale of NLPG data to third parties. Unable to quantify at present.
- 4) No additional software costs – existing systems either have the capabilities or are being upgraded under maintenance agreements.

Costs:

- 1) Two additional temporary technical staff in the GIS/LLPG Team to enter data to make the new systems work – approx £28,000. This can be met from existing capital budgets (LLPG and Planning Delivery Grant).
- 2) Staff time from ICT to make necessary system changes.
- 3) Staff time from Revenues & Electoral Registration to help resolve address anomalies and implement new workflows.

**Benefits Expected
[C7]?**

What are the measurable benefits?	How will these improvements be measured against today's achievements?	When are the benefits likely to be achieved?
Fewer or more 'joined up' address gazetteers.	Less staff time needed to maintain multiple address gazetteers. More connected information on delivery of Council services to individual properties.	Already achieving intangible benefits. This process would continue over time.
Better and more consistent quality of LLPG underpinning Council services.	More efficient identification of properties and delivery of services to them.	Already achieving intangible benefits. This process would continue over time.
Reduction or elimination of costs for supply of Royal Mail PAF & OS Address-point.	Reduction or elimination of an approximate £3,000 cost to the Council	From April 2008
Revenue from re-sale of NLPG data to third parties	Unable to quantify at present – depends on the market for NLPG data.	From April 2008
No MSA penalty charges	The Council would maintain the current position of not incurring penalty charges while maintaining an ever improving LLPG	From Oct 2007
Specific Impact on Corporate Priorities and Service Standards[C9]	<p>If this project is adopted and given the priority needed to avoid the financial penalties other projects on ICT, Revenues, Electoral Registration and GIS work lists will have to be put back.</p> <p>Completion of all the LLPG works will result in a more reliable gazetteer that other Council computer systems can use. This will deliver cost efficiencies in terms of maintaining multiple address gazetteers. The Council will also benefit from income from sales of NLPG data and reduced or eliminated costs for use of Royal Mail PAF and OS Address-point.</p>	
Other Strategic Considerations		

Proposed Timetable	Estimated Date & Comments
Formal Approval for project by Council Executive	Sept 2007
Tender Process Complete	-
Implementation Programme (please provide details of any known milestones and key dates within this)	<p>Migration to BS7666:2006 – Software installed by Oct 2007</p> <p>Introduction of National Address Change Intelligence (SNN Information) System – Oct 2007</p> <p>Bulk of synchronisation work with Electoral Reg/CTax/NDR – Jan 2008</p> <p>Data entry to BS766:2006 and Anomaly Resolution – April 2008</p>
Estimated Completion	April 2008
Post Contract Evaluation Due	-

Details of input required from other teams in the Council to deliver the project.			
	Involvement Required	Name of person consulted re. feasibility of their input	Summary of involvement to date and their comments (attach additional sheets if necessary)
Construction/Property Services	Nil		
External Funding Officer	Nil		
HR	Recruitment of two additional temporary GIS/LLPG staff.		
IT	Staff time needed to make system changes and migrate data.	Michael Scott/Mark Whitworth	IT are already hugely under resource pressure. Work could only be done on IT side if corporate priority is assigned and plenty of notice given.
Legal Services	Electoral Registration staff time to help resolve address anomalies and implement new workflows.	David Mitchell	Minimal staff time needed. Would need to avoid peak times if possible – Sept/Oct, Feb/March.
Revenues & Benefits	Revenues staff time to help resolve address anomalies and implement new workflows.	Louise Cuthbert	Time needed to test bulk upload of cross-references using Capita supplied tools

			and to introduce new procedures to maintain cross-references. More staff time probably needed to identify and resolve NDR addresses than Ctax. Bulk of work would need to be done before x-mas to avoid peak workload leading up to April.
Procurement	Nil		
Project Management	Will be Project Managed by LLPG/GIS Manager		
Details of Input required from External Bodies e.g. contractors, consultants, service providers, partners	Nil		

Risks (click here for guidance notes).

Risk	Likelihood	Impact	Action to mitigate risk
Risk of penalty charges being incurred under the terms of the MSA	High	High	Carry out the works specified in the Improvement Schedule to a level acceptable to the NLPG Custodian
Council will continue to pay high charges for Royal Mail PAF and OS Address-point	Medium	Low	Implement National Address Change Intelligence (SNN) System
Council will not gain income for re-sale of NLPG data	Medium	Low	Carry out the works specified in the Improvement Schedule to a level acceptable to the NLPG Custodian
Staff time not available in client departments to do necessary work on their side	High	High	Shift as much of the workload to GIS/LLPG Team as possible Increase staff resource in GIS/LLPG Team Try to avoid peak times for Revenues/Elec Reg (Jan-April)
Additional staff resources needed to maintain LLPG as customer base expands	High	Medium	As LLPG is adopted by increasing number of systems the number of independent address gazetteers should decrease and thus the staff needed to maintain them. This freeing up of staff resource should more than cover the increase in staff needed to maintain the LLPG.

If the proposal has been the subject of a separate report to Members, including Overview and Scrutiny, please state which committee(s) and give report dates, titles and references.

Summary
Investment
appraisal

The LLPG already represents a significant investment on the part of the City Council and contributes to the NLPG, which is owned by Local Government as a whole. The aim of the NLPG is to provide a consistent national address dataset compiled to an established standard (British Standard BS7666) with a common unique reference number with which to join information relating to specific properties. This should result in more efficient 'joined up' delivery of services to citizens across government and more efficient access to information. It will also result in a massive reduction in the number of address gazetteers being maintained throughout Local and National Government thus reducing maintenance overheads, and it is intended that Local Government derive revenue from the re-sale of NLPG to third parties.

The annual LLPG Improvement Schedules are intended to push Local Authorities to constantly improve their LLPG's in guided areas so that the NLPG as a whole can be relied upon as a consistent and authoritative source of address information both within Local and National Government and to make it attractive as a product for onward sale to third parties. By carrying out the works specified, Local Authorities are contributing to the overall consistency and quality of this Local Government investment. Conversely, if the specified works are not carried out, an Authority is contributing to reducing the quality of the NLPG and letting down Local Government as a whole. In this instance, the NLPG custodian will, in future, apply penalty charges allowable under the MSA to either maintain the LLPG themselves or to force the Local Authority to carry out the work. By carrying out the specified works to an acceptable standard, an Authority is reducing the risk of incurring these penalty charges.

At a local level, constant investment in improvement of the LLPG will make it more relevant to local needs and contribute to the delivery of services to individual addresses. Staff and citizens will be more readily able to consistently query information from disparate systems about the information held on specific addresses. Reduction in the number of address gazetteers used by these systems should result in a reduction in overall staff resource costs needed to maintain these gazetteers. This reduction should more than cover the extra staff resource needed to maintain and improve the LLPG as the customer base expands. Unfortunately this is often a factor that is not quantified when a new system is adopted that will use, or move to using, the LLPG instead of an internal gazetteer.

Summary of Estimated Costs (please ensure that detailed budget breakdowns are attached if applicable)

Capital Payments	2007/08 £'000s	2008/09 £'000s	2009/10 £'000s	After 2009/10 £'000s
Temporary Data Entry Staff	£28,000			
Total/Gross Capital Cost [A]	£28,000			
Capital Grants & Contributions				
Planning Delivery Grant LLPG Budget	£14,000 £14,000			
Total Grants & Contributions [B]	£28,000			
NET COST TO BE MET FROM CARLISLE RESOURCES [A] – [B]	0			
Revenue Costs				
None specifically arising from this project				
Total/Gross Revenue Cost [C]				
<u>Income</u>				
		0		
		0		
Total Revenue Income [D]				
NET REVENUE COST TO BE INCLUDED in the BUDGET [C] – [D]		0		
	0	0		
Financial Services Comments				

Finance Officer:

Date:

Business Case Guidance Notes

Reasons	<p>Provide a description of the background to the project.</p> <p>Include any history of events and a brief summary of any current system that is to be replaced.</p>
Objectives	<p>Briefly state the purpose of the project.</p> <p>Please set out the objective of the scheme, its outcome and outputs relating to any policy priorities which will be met.</p> <p>Describe how the project supports corporate objectives, business strategy, plans or programmes.</p> <p>Describe, in simple terms, the key benefits of the project.</p> <p>Explain the reasons for the selection of the chosen solution (where appropriate).</p>
Options	<p>Please indicate the different options considered (including ‘do nothing’) to achieve the objectives of the proposal and why that now presented was chosen.</p>
Benefits Expected	<p>Explain what benefits the project will bring in terms of:</p> <ul style="list-style-type: none"> • Cost savings • Time and efficiency gains • Improved quality • Process improvement • Enhanced controls (e.g. security) • Ease of operation <p>Try to express the benefits in a way that can be measured.</p> <p>Be specific about the benefits to be realised – where the benefits will be gained, which processes are affected, who will be involved, when will the benefits be realised. Means of measuring the benefit</p> <p>What controls will be established to ensure that the benefit is being realised</p>

Risks You should conduct a risk assessment on any new proposals. Briefly set out any issues arising here. These could potentially be:-

- **Whether the proposal can be achieved using existing staff resources. Is there really the capacity to carry out this project?**
- **The impact on service delivery and/or failure to meet business needs, Council aims or budget priorities;**
- **Where no action could result in the wasteful use of financial and staff resources;**
- **Where there is a potential for revenue losses and/or an increase in an expenditure head cost base etc.**

Ensure that the risks been evaluated in accordance with the Council's Risk Management Policy.

Indicate whether the perceived risks are High, Medium or Low in terms of the likelihood of them occurring and their impact on the project. Also provide details of any strategies or processes in place to manage the risks associated with the proposal.

Cost Provide an indication of the expected costs and timescales of the proposed project.

Timetable Indicative timetable for project milestones/ approvals.

Investment appraisal This part of the business case needs to demonstrate a 'return on investment', for example by reducing risk, driving up performance or increasing efficiency. It is critical to define how successful delivery of the anticipated outcomes will be demonstrated. For significant investments these details must be integrated into the Service Plans for the relevant Directorates and therefore subsumed into the performance management framework.

Authority Dataset Delivery Improvement Schedule D of Schedule 2 Part 1 2007/08

Authority Dataset Delivery Improvement Schedule D of Schedule 2 Part 1 2007/08

LOCAL LAND AND PROPERTY GAZETTEER

Authority Name	Carlisle City Council	MSA No:	DCAR102	LA ID No:	915
CONTACT DETAILS					
Authority Liaison Officer Name	Robert Stapleton				
<i>PRINT here if different name</i>					
Address	Civic Centre, , , Carlisle, Cumbria, CA3 8QG				
<i>PRINT here if different address</i>					
Tel No	01228 817 073,	E-mail	roberts@carlisle.gov.uk		
<i>PRINT here if different Tel No</i>		<i>PRINT here if different email</i>			
LLPG Authority Custodian Name	Robert Stapleton				
<i>PRINT here if different name</i>					
Address	Civic Centre, , , Carlisle, Cumbria, CA3 8QG				
<i>PRINT here if different address</i>					
Tel No	01228 817 073,				
<i>PRINT here if different Tel No</i>					
E-mail 1	roberts@carlisle.gov.uk	E-mail 2 (generic)			
<i>PRINT here if different email</i>		<i>PRINT here if different email</i>			
SN&N Officer Name	Gillian Boyd				
<i>PRINT here if different name</i>					
Address	Planning & Housing Services, Rickergate, , Carlisle, , CA3 8QG				
<i>PRINT here if different address</i>					
Tel No	01228 817579,				
<i>PRINT here if different Tel No</i>					
Email 1	gillianBo@carlisle.gov.uk	E-mail 2 (generic)			
<i>PRINT here if different email</i>		<i>PRINT here if different email</i>			
Directorate or Resource Owner for LLPG	<input checked="" type="checkbox"/> Chief Executive <input checked="" type="checkbox"/> Planning <input type="checkbox"/> Land Charges <input type="checkbox"/> Building Control <input type="checkbox"/> IT <input type="checkbox"/> Other (please specify below)				
<i>PRINT here if Other</i>					

SYSTEM DETAILS			
Current LLPG software	Plantech	Version No	2.793
<i>PRINT here if different software</i>			
New LLPG – NLPG:2006 software (if different)			
Language used in LLPG	<input type="checkbox"/> English <input type="checkbox"/> Welsh <input type="checkbox"/> Dual		

LLPG MAINTENANCE & QUALITY					
LLPG maintained from SNN data	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input checked="" type="checkbox"/> Yes (residential only NO commercial) <input type="checkbox"/> No				
	Current Status	01/10/07	01/01/08	01/04/08	Comments
Capture of additional BLPUs including land & OWPAs (objects without postal addresses)	Land <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No OWPA <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Land <input type="checkbox"/> Yes <input type="checkbox"/> No OWPA <input type="checkbox"/> Yes <input type="checkbox"/> No	Land <input type="checkbox"/> Yes <input type="checkbox"/> No OWPA <input type="checkbox"/> Yes <input type="checkbox"/> No	Land <input type="checkbox"/> Yes <input type="checkbox"/> No OWPA <input type="checkbox"/> Yes <input type="checkbox"/> No	ongoing process
Implementing plan for total land & property coverage	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	ongoing process
Upon creation sending Level 1 street data to local Highway Authority	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sending an excel spreadsheet monthly
Capable of receiving and processing "candidate" records from NLPG hub	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is your LLPG published over your Authority's intranet	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do users of intranet LLPG have the facility to report anomalies back to the custodian for ongoing quality improvements to the LLPG	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	users have access to e-work workflow

NLPG UPDATE DETAILS	Current Status	01/10/07	01/01/08	01/04/08	Comments
Current Agreed update frequency		<input checked="" type="checkbox"/> Daily	<input type="checkbox"/> Daily		daily when not performing a full reload

NLPG:2006 UPGRADE DETAILS ¹	Current Status	01/10/07	01/01/08	01/04/08	Comments
Upgrade of LLPG by:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Plantech system updates to be installed

¹ Mandatory requirement with migration to NLPG:2006. Complete the fields, having discussed your migration schedule with your software vendor.

LLPG data maintained to NLPG:2006 conventions documents by:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
Migration to compliant NLPG DTF 7.3 updates by:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

LLPG-SNN INTEGRATION	Current Status	01/10/07	01/01/08	01/04/08	Comments
Migration to all SNN notifications via LLPG	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes	most if not all by October deadline
Migration to daily NLPG update frequency to facilitate SNN notifications via NLPG	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
Electronic copy of developers layout plans delivered via NLPG	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes	hopefully by October deadline

AUTHORITY POLICIES & NLPG USAGE					
Do you use out of administrative area NLPG data	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Current Software used for out of administrative area NLPG data					
Area of Coverage (where a single gazetteer covers the LLPG maintenance of two or more LAs)					
	Current Status	01/10/07	01/01/08	01/04/08	Comments
Approved policy that LLPG is your Authority's master address list	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Policy is approved but only applied to new systems as they are purchased. On cost grounds old systems are not being modified to take LLPG data and there are no plans to do so.
Approved policy that promotes the LLPG as the source of all addressing usage in Authority	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Policy is approved but only applied to new systems as they are purchased. On cost grounds old systems are not being modified to take LLPG data and there are no plans to do so.

Which Authority systems use the LLPG as the source of address data:	Current Status	01/10/07	01/01/08	01/04/08	Comments
• Development Control	<input checked="" type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input type="checkbox"/> No	
• Building Control	<input checked="" type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input type="checkbox"/> No	

	<input type="checkbox"/> No	<input type="checkbox"/> No			
• Council Tax	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange)	<input checked="" type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange)	
• Electoral Registration	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange)	<input checked="" type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange)	
• Non Domestic Rates	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange)	<input checked="" type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange)	
Additional Systems: Specify and add if required:					
GIS	<input checked="" type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange)	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange)	
CRM	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange)	<input checked="" type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange)	
Environmental Health	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange)	<input checked="" type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange)	New system planned to go live 1 April 2008
	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange) <input type="checkbox"/> No	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange)	<input type="checkbox"/> Yes (electronic exchange) <input type="checkbox"/> Yes (non electronic exchange)	

Additional Comments²:

Authority

Printed Name: Robert Stapleton

Designation: LLPG Authority Custodian

Date: 24/7/2007

LLPG Line Manager

Printed Name: Alan Eales

Designation: Head of Planning & Housing

Date: 24/7/2007

NLPG counter signature

Printed Name: Catherine Elliot

Date: 24/7/2007

² Free text box.

NOTES:

As agreed by the Regional Chairs LLPG Custodian Group the target is for all Creating Authorities to be updating the NLPG hub on a daily basis from 1st October 2007 using the new NLPG:2006 version of their LLPG maintenance software.

The 1st October 2007 target for Authorities to migrate their LLPG to the new LLPG and SN&N Data Entry Conventions and Best Practice for the NLPG document based on BS7666:2006 is a key part of the road map local authorities have set themselves for the continuous improvement of the NLPG.

If you have any queries please telephone 020 7747 3500 or email improvement@intelligent-addressing.co.uk

The completed Authority Dataset Delivery Improvement Schedule should be completed and returned to improvement@intelligent-addressing.co.uk by Wednesday 1st August 2007.

**Contingency Arrangements for the continued maintenance of the NLPG - 260607
FINAL**

Your ref: LLPG Custodian, SNN Officer and ALO
Our ref: NLPG260607rm



26 June 2007

All Local Land and Property Gazetteer Custodians, Street
Naming and Numbering Officers and Authority Liaison
Officers in England and Wales

Dear Colleague

Contingency arrangements for the continued maintenance of the NLPG

Significant improvements to the NLPG have been made over the last twelve months. These improvements have been recognised by most MSA Participating Authorities and have led to increased confidence in the NLPG, notably by Police, Fire, County and Park Authorities. The successful improvements could not have been achieved without the contributions from individual LLPG Custodians and their colleagues. We would like to congratulate all involved for their hard work and dedication. In the majority of cases these efforts have resulted in the NLPG being the address data set of choice of local government. In addition many of you are recognising that your LLPG is the key building block and source of address data for all your Authority's services, including citizen centred applications under the transformational government agendas.

NLPG Objectives 2007/08

Last October, the Regional Chairs LLPG Custodian Group proposed and agreed a set of objectives for the continued development of the NLPG. The objectives were communicated to all LLPG Custodians and also published in the October 2006 NLPG eZine. The objectives were formulated to ensure the consistency and usability of the NLPG and to identify a strategy and direction for the future development of the NLPG.

Authority Dataset Delivery Improvement Schedule

In order for us to monitor the continued improvement process every Authority is obligated (under the MSA Schedule 2 Part 1) to complete an Authority Dataset Delivery Improvement Schedule on an annual basis. This schedule has been specifically designed to indicate a range of commitments each Authority will honour in terms of delivering data capture, maintenance and improvements of their LLPG. It also indicates the frequency of an Authority's commitment to send Change Only Updates (COUs) to the NLPG hub. The schedules for 2007/08 are currently in the process of being finalised and agreed with your Regional Chair LLPG Custodian for distribution to yourselves in the coming weeks. We would be obliged if you can complete and return your schedules promptly upon receipt.

To further improve the quality of individual LLPGs each Custodian should have received the first of a regular monthly report. The report measures each Authority's successful COU submission(s) against that Authority's agreed commitments as indicated in the 2006/07 Authority Dataset Delivery Improvement

Improvement and Development Agency for local government
Layden House, 76-86 Turnmill Street, London EC1M 5LG
Tel 020 7296 6600 Fax 020 7296 6666

Executive Director: *Lucy de Groot*

Registered in England No. 3675577. Registered office: Local Government House, Smith Square, London SW1P 3HZ. Limited liability by guarantee

Schedule or subsequently agreed. Many Authorities have delivered in accordance with their commitments; however, some Authorities have failed to meet them. For the avoidance of doubt we would like to remind Authorities that they should be making a minimum of at least one successful COU per month (requirement of MSA Schedule B and para 5.8 of Schedule 2 Part 1), but more importantly working towards the commitment of delivering daily COUs from the 1st October 2007.

Address Change Intelligence

In April this year we informed you and your Chief Executive of the breakdown in negotiations with Royal Mail. These negotiations involved the exchange of your Street Naming and Numbering information (SNN) or all address change intelligence through a standard and consistent approach by using the NLPG as a single centralised source for the distribution of all Authorities address change intelligence. This centralised source (in accordance with the provisions of Schedule A of Schedule 2 Part 1) will provide efficiency savings for Authorities and also a single consistent centralised hub for the distribution of data under re-use of Public Sector Information (PSI) regulations. The NLPG hub requires some technical infrastructure improvements to process your SNN and address change intelligence data and we are pleased to report that this work is nearly complete and it is anticipated that it will go live later this summer. In order to ensure all LLPG Custodians and SNN officers understand the new processes, the Regional Chairs LLPG Custodians Group, together with our support, will produce a "technical guidance note and best practice document" for the integration and notification of all SNN data via the NLPG hub.

As soon as the NLPG hub can accept SNN data we want to ensure that all address change intelligence from every Authority is captured and distributed via the NLPG hub single centralised source. To make this happen every Authority will need to compile all their SNN or all address change intelligence data into their LLPGs and submit at least one successful COU per month (requirement of para 5.8 of Schedule 2 Part 1) but more importantly working towards the commitment of delivering daily COUs from the 1st October 2007. For the avoidance of doubt all SNN or all address change intelligence data still needs to be provided to the NLPG hub from those minority Authorities that do not yet have an operational LLPG.

NLPG transition from DTF6.3 to DTF7.3

The agreed target, see October 2006 NLPG eZine, is to migrate the NLPG to the implementation of BS7666:2006 (using the NLPG:2006 hub) and to provide daily change only updates (COUs) to the NLPG Hub in the DTF7.3 by 1st October 2007. The migration will involve data capture and data transfer in accordance with the "LLPG and SN&N Data Entry Conventions and Best Practice for the NLPG" document issued in November 2006. The migration will also be a significant step forward in the development of the NLPG, by providing invaluable richness, as well as embedding important improvements in the way land and property information is recorded, managed and made available. Part of this migration involves sending your COUs in DTF7.3 instead of DTF6.3 once your LLPG software has been upgraded and accredited to be compliant for sending and receiving data in the revised format. Once your Authority has made the successful transition to DTF7.3 you must continue sending COUs in DTF7.3. Your Authority will NOT be able to send further COUs in DTF6.3. We have been advised by Intelligent Addressing, the Service Provider, that following discussions with software vendors your Authority should still be able to continue to use DTF6.3 to output data from your current LLPG system to support your Authority's internal systems. There is no current deadline date for your internal systems to be DTF7.3 compliant or a date when support for NLPG DTF6.3 COU exports from the NLPG hub will cease.

It is extremely important that we manage this migration as effectively as possible to ensure that all Authorities are delivering regular COUs in DTF7.3 from a specific date to the new NLPG:2006 hub. From an NLPG user point of view, a clear and unambiguous date of migration is an imperative.

Contingency arrangements

We want to give all Authorities the opportunity to migrate to the new data entry conventions and deliver COUs in accordance with the agreed objectives, however, where an Authority constantly fails to meet the requirements we will be forced to implement contingency arrangements on that Authority as detailed in **Annex 1**.

These contingency arrangements have been agreed with the Regional Chair LLPG Custodians Group and obviously we hope that all Creating Authorities will be able to deliver COUs, migrate to DTF7.3 and send all their SNN data or address change intelligence without the Additional Service Charge fees taking effect. However as described, it is vital that if local government is to improve the management of land and property information and provide a consistent flow of addresses to all MSA Participating Authorities, particularly new addresses to organisations, such as Royal Mail, through the centralised Street Naming and Numbering service we have described at recent workshops, a uniform national gazetteer is a prerequisite.

It is essential to recognise that we, Intelligent Addressing and the Regional Chairs LLPG Custodian Group agree that in the vast majority of individual Authority cases contingency arrangements will not be required. However for the avoidance of doubt it is important that we make completely clear and transparent the contingency arrangements that will be implemented for maintaining the NLPG from 1st October 2007.

If you have any queries please do not hesitate in contacting us via our dedicated MSA email address at msa@idea.gov.uk

Yours sincerely,



Steven Brandwood
Geographic Information Programme Manager
Local Government Information House

cc. Intelligent Addressing Ltd

The recipient acknowledges that this document and its content are Confidential Information. The recipient undertakes and agrees to keep confidential all such Confidential Information and will not directly or indirectly use, copy, redistribute, or disclose, or allow to be used, copied, redistributed, or disclosed, or communicate the Confidential Information, its content, or any part thereof, to any unauthorised person or third party without having first obtained the written consent of LGIH.



Annex 1: Contingency arrangements for the continued maintenance of the NLPG

1. Authority Dataset Delivery Improvement Schedule - COUs

Authorities not making a minimum of at least one successful COU on consecutive months, preferably no later than the 20th calendar day of each month, will incur an Additional Service Charge fee from NLPG hub Service Provider, Intelligent Addressing. This fee will be levied to enable the Service Provider to make arrangements for, and assist, the Authority to generate the appropriate COU or resynchronisation file to keep the NLPG up to date. Where appropriate, the Service Provider may integrate records supplied from the VOA into the LLPG/NLPG as a mechanism to update the Authority's LLPG. This work will continue until such time as the Authority can resume their own maintenance and COU schedule.

- **Additional Service Charge Fee - £3,950.00+VAT per month**
 - Minimum 3 month period chargeable, therefore minimum charge **£11,850.00+VAT**
- Fees chargeable under the MSA para 2.8 of Schedule 3 of Schedule 6 in accordance paras 5.7 and 5.8 of Schedule 2 Part 1

2. Address Change Intelligence (SNN information)

By the 1st October 2007 (date change previously notified) all address change intelligence or Street Naming and Numbering information (SNN) must be compiled into your LLPG and sent in a COU to the NLPG hub for distribution through the NLPG hub single centralised source, in accordance with the Schedule A of Schedule 2 Part 1.

Compilation of SNN data can be undertaken within existing or upgraded (BS7666:2006) LLPG software systems. Authorities must make a minimum of at least one successful monthly COU submission containing SNN data in either DTF6.3 or DTF 7.3 formats.

By the 1st October 2007, no distribution of SNN notifications, except that to the developer/applicant, should be sent out direct from an Authority, distribution of all notifications must go through the NLPG hub single centralised resource.

By the 1st October 2007 for the minority of Authorities that do not yet have an operational LLPG, all SNN data or address change intelligence must still be provided to the NLPG hub Service Provider, Intelligent Addressing in either paper format by post or electronic format by email no later than the 20th calendar day of each month.

Post to be sent to: Intelligent Addressing, Ivybridge House, 1 Adam Street, London, WC2N 6DD

Emails to be sent to: snn@nlpg.org.uk

Any Authority which cannot meet these requirements for the distribution of all SNN data or address change intelligence will incur an Additional Service Charge fee from NLPG hub Service Provider, Intelligent Addressing. The fee will be levied to enable the Service Provider to make arrangements for the maintenance and integration for the Authority's SNN data or address change intelligence into the LLPG, until such time as the Authority can recommence maintenance of their LLPG and integrate SNN data or address change intelligence into their regular COU schedule.

- **Additional Service Charge Fee - £3,950.00+VAT per month**
 - Minimum 3 month period chargeable, therefore minimum charge **£11,850.00+VAT**
- Fees chargeable under the MSA para 2.8 of Schedule 3 of Schedule 6 in accordance paras 5.7 and 5.8 of Schedule 2 Part 1

3. NLPG transition from DTF6.3 to DTF7.3

- 3.1** From the 1st October 2007, all Authorities should have migrated to their new or upgraded (BS7666:2006) LLPG software and be making a minimum of at least one successful daily COU in DTF7.3 to the new NLPG:2006 hub (unless previously integrated in their 2007/08 Authority Dataset Delivery Improvement Schedule). We do, however, understand that some Authorities may not be able to upgrade their LLPG system as a result of delays in the delivery of appropriate maintenance software from their vendors. In these cases, an extension to the 1st October 2007 date may be granted up until 1st January 2008, providing a letter of explanation is received from the Authority's LLPG software vendor by the Service Provider, Intelligent Addressing, on LGIH's behalf, no later than 17th September 2007. All letters of explanation must be sent to the NLPG hub Service Provider, Intelligent Addressing.

Post to be sent to: Intelligent Addressing, Ivybridge House, 1 Adam Street, London, WC2N 6DD

Emails to be sent to: transition@nlpg.org.uk

All Authorities unable to deliver COUs in DTF7.3 from 1st October 2007 and have provided a letter of explanation must still continue to deliver their scheduled COUs in DTF6.3.

Any Authority that has not migrated to their new or upgraded (BS7666:2006) LLPG software; cannot meet the requirements for COUs in DTF7.3 by 1st October 2007, and does not provide a letter of explanation by the required date will incur an Additional Service Charge from NLPG hub Service Provider, Intelligent Addressing. The fee will be levied to enable the Service Provider, to execute a service to translate an Authority's LLPG data from DTF6.3 to DTF 7.3, until such time as the Authority can recommence delivery of their COUs in DTF7.3.

- **Additional Service Charge Fee - £3,950.00+VAT per month**
 - Minimum 3 month period chargeable, therefore minimum charge **£11,850.00+VAT**
- Fees chargeable under the MSA para 2.8 of Schedule 3 of Schedule 6 in accordance paras 5.7 and 5.8 of Schedule 2 Part 1

For the avoidance of doubt, if your Authority is unable to upgrade their LLPG maintenance software and provide at least one successful COU in DTF7.3 before the 1st October 2007 and submits a letter of explanation by the 17th September 2007, NO Additional Service Charges will apply.

- 3.2** Between the period 1st October 2007 to 1st January 2008 a three month free period will exist for all Authorities (subject to submission of a letter of explanation by the 17th September 2007) to finalise their migration to their new or upgraded (BS7666:2006) LLPG software and make a minimum of at least one successful COU in DTF7.3. The 1st January 2008 is the final deadline date for ALL Authorities to submit COUs in DTF7.3.

Any Authority which cannot meet the 1st January 2008 requirements will incur an Additional Service Charge from NLPG hub Service Provider, Intelligent Addressing. The fee will be levied to enable the Service Provider, to execute a service to translate an Authority's LLPG data from DTF6.3 to DTF 7.3, until such time as the Authority can recommence maintenance of their LLPG and COU schedule in DTF7.3.

- **Additional Service Charge Fee - £3,950.00+VAT per month**
 - Minimum 3 month period chargeable, therefore minimum charge **£11,850.00+VAT**
- Fees chargeable under the MSA para 2.8 of Schedule 3 of Schedule 6 in accordance paras 5.7 and 5.8 of Schedule 2 Part 1

The recipient acknowledges that this document and its content are Confidential Information. The recipient undertakes and agrees to keep confidential all such Confidential Information and will not directly or indirectly use, copy, redistribute, or disclose, or allow to be used, copied, redistributed, or disclosed, or communicate the Confidential Information, its content, or any part thereof, to any unauthorised person or third party without having first obtained the written consent of LGIH.