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EXECUTIVE DECISION RECORD

A1 Service Area	Planning
A2 Title	Digitised Planning Information Progress Report
A3 Decision Taken By	Deputy Leader
A4 Chief Officer	Please print name: SAL KHAN Please sign name: 
A5 Leader / Deputy Leader	Please print name: Cllr J JONES Please sign name: 
A6 Date of Decision	27 February 2019

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	N/A


Scrutiny

A8 Which Scrutiny Committee should this decision be submitted to?	(Please tick as appropriate) ✓
Scrutiny (Audit & Value for Money Council Services) Committee	✓
Scrutiny (Economic Growth, Communities and Health) Committee	<input type="checkbox"/>

B1 What is the Decision?	The report provides an update on work undertaken by the team.
B2 What are the reasons for the Decision?	To meet two corporate targets - VFM35: Digitised Planning Information Progress Report and PLEG05: To carry out necessary work with reference to the transfer of the Local Land Charges Register to the Land Registry.
B3 What are the contributions to Corporate Priorities?	<p>Planning and Land Charges services within East Staffordshire Borough Council deliver vibrant communities through the management and control of development and by supporting the purchase of land and buildings.</p> <p>Efficient working practices that seek to improve access to information and historical data sets will leads to faster and smarter services.</p>
B4 What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

Financial Implications

B5 What are the financial implications?	<p>The main financial issues arising from this decision are as follows:</p> <p>A £16k saving as a result of this report has already been built into the proposals for the MTFS 2019/20 – 23/24.</p>
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The finance section has been approved by the following member of the Financial Management Unit:	<p>Please print name: ANYA MURRAY LISA TURNER</p> <p>Please sign name: </p>
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Policy Framework

B6 Is the Decision wholly in accordance with the Council's policy framework?	Yes
B7 Is the Decision wholly in accordance with the Council's budget?	Yes

Equalities Implications

B8 What are the Equalities implications: N/A

B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.

Risk Assessment

B9 What are the Risk Assessment implications: N/A

B9.3 The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

Legal Considerations

B10 What are the Legal Considerations:

B10.1 There are no significant legal issues arising from this decision.

This section has been approved by the following member of the Legal Team:

Please print name: SHERRIE GRANT

Please sign name:



Sustainability Implications

B11 What are the Sustainability implications: N/A

Health & Safety Implications

B12 What are the Health & Safety implications: N/A

Key Decision

B13 Is this a Key Decision?

No (*please delete as appropriate*)

Note: A Key Executive Decision is one where:

- 1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000**
- 2. CAPITAL – Any capital project with a value in excess of £150,000**
- 3. A decision which significantly affects communities living or working in an area comprising two or more wards.**

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to andrea.davies@eaststaffsbc.gov.uk

The questions contained in this questionnaire are not to be altered in any way. If you have any queries regarding the contents of this document, please contact Andrea Davies Ext 1306 or refer to Part 3 Section 6 of the Constitution.



EAST STAFFORDSHIRE BOROUGH COUNCIL

REPORT COVER SHEET

Title of Report:	Digitised Planning Information Progress Report
Meeting of:	Corporate Management Team
Date:	12 February 2019
Is this an Executive Decision:	NO
Is this a Key Decision:	YES
Is the Report Confidential:	NO
If so, please state relevant paragraph from Schedule 12A LGA 1972:	N/A
<p>Essential Signatories:</p> <p>ALL REPORTS MUST BE IN THE NAME OF A HEAD OF SERVICE</p> <p>Monitoring Officer: Angela Wakefield</p> <p>Date Signature</p> <p>Chief Finance Officer: Sal Khan</p> <p>Date Signature</p>	

EAST STAFFORDSHIRE BOROUGH COUNCIL

Corporate Management Team

Date: 12 February 2019

REPORT TITLE: Digitised Planning Information Progress Report

PORTFOLIO: Planning

HEAD OF SERVICE: Sal Khan

CONTACT OFFICER: Anna Miller **Ext. No. x1630**

WARD(S) AFFECTED: All

1. Purpose of the Report

- 1.1. To meet corporate targets VFM35: Digitised Planning Information Progress Report and PLEG05: To carry out necessary work with reference to the transfer of the Local Land Charges Register to the Land Registry.

2. Background

- 2.1. Smarter Working has been a core activity within Planning Services for many years. This report updates members on the continued digitisation of planning information and the improvements made in relation to historical data quality.
- 2.2. Additionally this report updates members on the work being undertaken to prepare for the transfer of the Local Land Charges register to the national Land Registry which includes the continued improvement of the quality and digitisation of data.

3. Contribution to Corporate Priorities

- 3.1. Planning and Land Charges services within East Staffordshire Borough Council deliver vibrant communities through the management and control of

development and by supporting the purchase of land and buildings. Efficient working practices that seek to improve access to information and historical data sets will lead to faster and smarter services.

3.2. The outputs in this report contribute to the following Corporate Priorities:

- Value for Money Services.
- Promoting Local Economic growth.

4. Digitising Information - VFM35

- 4.1. Digitisation is about moving away from analogue information and towards digital information. The Planning Services team are guilty of storing large volumes of papers and files associated with both plan making and decision taking. Added to this is the Local Land Charges team and the paperwork associated with the enquiries received.
- 4.2. There are two areas of workload that are ongoing within the Planning Services Team. The first is the scanning associated with planning files so that information can be viewed online. The scanning contract is divided into the following two parts.
- 4.3. Scan on Demand (SOD): The SOD file scanning has been ongoing since the Borough Council moved to the Maltsters when storage space was insufficient to hold paper copies. In total there are 59,356 files which have been held off site and until scanning can be commenced.
- 4.4. Planning support staff request files daily via a Microsoft Office Access database. It is anticipated that the completion of archive planning will be by the end of the financial year.
- 4.5. Concluding on the archive scanning will free up some planning support officer time to allow more focus on the validation of applications within the team.
- 4.6. Post Decision Service: As soon as a planning application receives a decision the planning file is sent for scanning. File requests are recorded via another access database with bar-coded templates for referencing and naming purposes. These documents are posted to the scanning service provider by recorded delivery.
- 4.7. Between the 1 Jan and 18 Dec 2018, 1262 applications have been registered including 191 discharges of conditions, of which only 116 have been sent for scanning post decision which represents 9% of the total. The validations team have reduced the number that go to scanning through changed working practices and this has been achieved over the last 12 months. Only those applications that are significant in terms of paper volume and complexity are being sent.
- 4.8. The second area of work is Positional Accuracy Improvement (PAI). This is used to improve the absolute accuracy of positional data which within the

Borough Council relates to GIS, Mapinfo and the M3 Land and Property database.

- 4.9. In 2006, Ordnance Survey completed a national PAI programme. This programme was developed to capture data at 1:2500 scale to a greater absolute accuracy (absolute accuracy is the position of features in relation to the Ordnance Survey National Grid).
- 4.10. This work resulted in an improved and more accurate standard of mapping data for rural and semi-rural areas. Major Urban areas are not subject to PAI because historically they were surveyed at this level of accuracy.
- 4.11. In January 2018 the Borough Council started to use the updated post PAI mapping base. An external provider called Miso (part of the Dotted Eyes organisation) assisted in aligning datasets so that any mapping and plotting pre-PAI aligned with the post-PAI mapping base. This data migration concluded in May.
- 4.12. Work is ongoing to check the positional accuracy of the migrated data. Land Charges data has been assessed and errors corrected however further Quality Control is being undertaken. Planning data continues to be looked at.
- 4.13. Having an up to date map base, for what is essentially a map based profession, limits errors when spatial searches are undertaken.

5. Local Land Charges Transfer of Data – PLEG05

- 5.1. The transfer of local land charges registers, currently held by local authorities, to a central register held by HMLR is provided for in the provisions of the Infrastructure Act 2015, and the amendments which that Act makes to the Local Land Charges Act 1975.
- 5.2. Local Land charges searches are normally required in the property-buying process and searches will reveal whether a property is subject to a charge. Other searches will need to be conducted to determine whether a property has an obligation on it. Common obligations protected as local land charges include planning permissions, listed buildings, conservation areas and tree preservation orders.
- 5.3. Local authorities maintain a local land charges (LLC) register for their administrative area and records are held in a range of formats such as paper, microfiche and electronic.
- 5.4. The Borough Council holds much of its register in paper format. Approximately 3,500 paper records will be scanned during January/February this year.
- 5.5. In addition Local authorities must ensure that data in the local land charges register is ready for digitisation to enable an efficient transfer with minimum

referrals and queries. This will require a data cleanse of the LLC and this work is ongoing as time permits and will be focused on prior to data migration.

6. Financial Considerations

This section has been approved by the following member of the Financial Management Unit: Anya Murray

6.1. The main financial issues arising from this Report are as follows:

A £16k saving as a result of this report has already been built into the proposals for the MTFS 2019/20 – 23/24.

7. Risk Assessment and Management

7.1. The main risks to this Report and the Council achieving its objectives are as follows: N/A

8. Legal Considerations

This section has been approved by the following member of the Legal Team: Sherrie Grant

8.1. There are no significant legal issues arising from this Report.

9. Equalities and Health

9.1. **Equality impacts:** The subject of this Report is not a policy, strategy, function or service that is new or being revised. An equality and health impact assessment is not required.

9.2. **Health impacts:** An equality and health impact assessment is [not required.

10. Human Rights

10.1. There are no Human Rights issues arising from this Report.

11. Sustainability (including climate change and change adaptation measures)

11.1. Does the proposal result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures) N/A

12. Recommendation(s)

12.1. Note the report.

13. **Background Papers**

N/A