

Project Justification Form

Project: Resolve LLPG issues

Service: Planning

Officer Responsible for Project: Val Jacobi

Identification of Need:

A matching exercise between the Local Land and Property Gazetteer and the National address database has been undertaken. There are approximately 500 known address issues which require resolving, it is estimated 400-600 hours work is required to resolve these.

Also, the number of new addresses has increased in recent years.

	2011	2012	2013	2014 to date
New sites	50	74	98	104

Many teams in the council use the LLPG as their address database, as do the emergency services. Inaccuracies on the database can create wasted time resolving problems and can also lead to delays in the arrival of the emergency services.

Therefore, the request is for an additional day and a half extension to hours for a 26 week period.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

If the work is not undertaken then there is a risk of under collecting Council Tax and Non Domestic Rates as a result of new properties not appearing on relevant data bases and of incorrect addresses being used which will not correlate to the National Gazetteer and LLPG which are being used by most Services in Waverley to maintain a functional address database.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

None

Will the Corporate Project Management Toolkit be used? Yes / No

Key Project target dates and milestones:

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) – Staff time	5,000			
Total Capital Cost	5,000			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	5,000			
S106				
External Funding (specify) -				
Total Funding	5,000			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost	5,000		
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

The work procedures involved in address development are currently being reviewed. A system to archive the historic files has been devised using the Civica system and a sample batch of scanning has been commissioned. This will lead on to a procedure using the Comino document management system to deal with new cases electronically, leading to a more efficient and effective procedure. The new procedures should be in place for beta testing by April/May.

Identify any risks which may effect the project:

The public use of imprecise addresses, especially if reinforced by official use by the Council, can lead to delays in the arrival of emergency services.

Environmental Impact, including Carbon Implications:

None.

Equality impact assessment carried out?**How will the project be procured?**

This would be a temporary extension of hours to an existing contract for a specific piece of work and unlikely to have any further HR implications.

Is there scope for sharing/joint work?

Completed by: Val Jacobi

Date: 12/2/15