Report title	LLPG and SNN Partnership with Reigate and Banstead
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Department	Digital Services - GIS and Address Management Team
Exempt?	No

Purpose of report:

To resolve.

Synopsis of report:

This report outlines a proposal for a new partnership between Runnymede Borough Council (RBC) and Reigate & Banstead Borough Council (R&B) for managing local land and property data (LLPG) and street naming and numbering (SNN) services.

Financially, this partnership presents an opportunity for RBC to generate revenue through an annual income of £37,200. An initial investment of £20,000 of the first year's generated income is being sought to upgrade automation software and train staff in FME (Feature Manipulation Engine).

This investment will streamline critical tasks and ensure RBC has the capacity to manage R&B's additional workload without additional staff growth.

Recommendation(s):

The Corporate Management Committee are asked to:

- Approve a partnership with Reigate and Banstead Council for Runnymede Borough Council to deliver Local Land Property Gazetteer (LLPG) and Street Naming & Numbering services.

- Note the income that will be generated from delivering these services on behalf of Reigate and Banstead Council.

- Approve a supplementary revenue estimate in the sum of £20,000 for service improvements through technology upgrades and automation to streamline processes to be funded from the first year's income from the new partnership.

1.   Background and proposal

1.1   In the spirit of fostering closer collaboration, Runnymede Borough Council (RBC) and Reigate & Banstead Borough Council (R&B) have been exploring opportunities to partner on local land and property gazetteer (LLPG) management and street naming and numbering (SNN) services.

1.2   This report provides Corporate Management Committee an update on the progress of this exploration and outlines our next steps to formalise the partnership.

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1.3   R&B approached   RBC in Autumn 2023 seeking support for two key areas, maintaining their LLPG to meet national standards and processing SNN requests according to their established policies.

1.4   This need arose due to staff turnover and their interest in exploring alternative service delivery models. Recognising this as a potential opportunity for mutually beneficial collaboration, RBC engaged in discussions with R&B to explore options for a partnership arrangement between both councils.

1.5   In collaboration with R&B, we evaluated various service delivery models, analysing their advantages and disadvantages. We jointly determined that an outcome-based approach, where the Council delivers the services on R&B's behalf, without being tied down to a specific resource or time span would be the most effective solution.

1.6   The proposed model will mean all three Officers in the GIS and Address team will have access to R&B's systems and will share the partnership work out to minimise impact on service delivery. This approach leverages the strengths of both councils, maximises resource efficiency, and aligns with our existing resource structure without impacting innovation and continuous improvement.

2.   Scope of partnership

2.1   This partnership encompasses a comprehensive range of services related to local land and property management, street naming, and numbering:

        Information and Advice: The RBC team will serve as the primary point of contact for both residents and developers within R&B's borough for all matters related to property and street naming and numbering.

        LLPG Management: RBC will assume the role of custodian for R&B's Local Land and Property Gazetteer (LLPG). This involves taking full responsibility for its operational management, development, ongoing support, and routine maintenance.

        Data Quality and Compliance: The partnership ensures the quality and accuracy of data within the LLPG, meeting both R&B's specific requirements and national standards set by the National Land and Property Gazetteer (NLPG). Additionally, RBC will oversee compliance with the Data Cooperation Agreement (DCA), ensuring R&B fulfils all its data-related obligations.

        Internal and External Liaison: RBC will liaise with various stakeholders within R&B, including Council service areas, Council members, and relevant authorities like Royal Mail, utility companies, emergency services, and Surrey County Council. This will ensure smooth processes for address changes, assignments, and consultations.

        Street Naming and Numbering Expertise: RBC's team will leverage their expertise to assign suitable street names and property numbers for both everyday situations and major developments. This includes following established procedures, conducting necessary consultations, and undertaking legal notification processes.

        UPRN Management and Updates: The partnership covers the creation and maintenance of all Unique Property Reference Numbers (UPRNs) within R&B's borough. This involves accurately plotting developments on official Ordnance Survey maps using R&B's systems.

3.   Policy framework implications

3.1   It's important to acknowledge the policy and legal framework surrounding this partnership. Like RBC, R&B holds statutory duties for maintaining their Local Land and Property Gazetteer (LLPG) and street naming and numbering systems.

3.2   In accordance with various legislative instruments, including the Towns Improvement Clauses Act 1847, the Public Health Acts (various years), and the Local Government Act 1985, local authorities hold the statutory responsibility for managing address data and street naming.

3.3   Councils must ensure accurate and unique street names and numbers exist within their area, along with a comprehensive Local Land and Property Gazetteer (LLPG) that acts as a central record of all addresses. This ensures smooth operation of emergency services, postal deliveries, and Council services.

3.4   By entering into this collaborative agreement, RBC will assume responsibility for fulfilling these legal obligations on R&B's behalf. A formal contract similar to a Memorandum of Understanding (MoU) between both councils will clearly define these service level expectations and responsibilities.

3.5   This contract will serve as a legal safeguard, ensuring RBC delivers the agreed-upon service level while upholding R&B's statutory obligations.

4   Financial implications

4.1   This partnership presents an opportunity for revenue generation through a fixed annual income and potential for additional service improvement earnings.

4.2   The partnership will provide an annual income of £37,200 (£3,100 x 12 months) to RBC. This income will be paid quarterly in advance, to reduce administration of the partnership. Annual increases to this income will be reflected in the legal agreement between both councils.

4.3   To achieve enhanced service delivery and operational efficiency, throughout the first year of the partnership, a reinvestment of £20,000 in revenue is proposed. This investment will be directed towards upgrading our automation software and providing comprehensive staff training in FME (Feature Manipulation Engine).

4.4   This upfront investment will facilitate the development and maintenance of automated scripts for critical tasks such as data synchronisation with back-office systems and process routing.

4.5   This groundwork will be instrumental in establishing the capacity to effectively manage the additional gazetteer and street naming and numbering workload for Reigate and Banstead.

4.6   The Council's Financial Procedures require that any new expenditure greater than £5,000, no matter how funded, requires formal committee approval. The proposed £20,000 reinvestment will be completely funded from the first years partnership income and the recommendation to this report has been worded accordingly. No additional financing is required.

4.6   Beyond the fixed income, there is potential for further earnings based on specific services provided by RBC to R&B. These services, exceeding the scope of day-to-day operations, are currently under discussion and could generate an additional £3,000 to £5,000 per year.

4.7   This additional income would be earned by drawing down a set number of days from a pool allocated for improvements over and above operational service delivery. These will be agreed in advance with R&B at regular service update meetings.

5.   Legal implications

5.1   Section 113 of the Local Government Act 1972 serves as the legal foundation for this partnership between RBC and R&B. This section allows local authorities to enter into agreements with each other for the discharge of any of their functions.

5.2   To solidify this partnership and clearly outline the terms, both councils will establish a legal contract which will be monitored accordingly.

6.   Equality implications

6.1   The proposed changes will not negatively impact the rights, opportunities, or wellbeing of residents with protected characteristics.

7.   Environmental/Sustainability/Biodiversity implications

7.1   The environmental implications of the proposed changes are likely to be minimal.

8.   Risk implications

8.1   While the proposed partnership with R&B offers promising benefits, it's crucial to acknowledge and mitigate potential risks to ensure its success.

8.2   We recognise that unforeseen circumstances such as staff turnover could disrupt the partnership's operations. By taking an outcome-based approach means both councils are not relying on a single officer to deliver the work of R&B. An outcome-based approach means that the work is spread across the three staff within the team creating resilience.

8.3   In the event that either council desires to terminate this agreement, a written notice of termination must be provided to the other council with three months prior notice. This period is intended to facilitate an orderly wind-down of the shared service and to protect the interests of both parties.

8.4   Ensuring RBC has sufficient staff capacity to manage R&B's workload alongside existing responsibilities is vital to the success of the partnership. The team is now fully resourced and as part of this piece of work we proposed to re-invest £20,000 of the first year's income generated into system upgrades, automation and training. This, in turn, will create the necessary capacity to sustain the partnership in the long term with existing resources.

9.   Timetable for Implementation

9.1   RBC are actively working with R&B to develop a comprehensive transition plan for the service. Regular meetings are ongoing to address key areas such as IT setup and the operational procedures required for a smooth service handover.

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9.3   Our efforts are geared towards a successful go-live date of Wednesday, May 1st, 2024. This timeframe allows for the completion of all critical transition activities while ensuring a seamless service launch for both Councils.

10.   Conclusions

10.1   In conclusion, the proposed outcome-based partnership with R&B for local land and property data (LLPG) and street naming and numbering (SNN) services presents a good opportunity for RBC.

10.2   This collaboration leverages RBC's expertise to streamline service delivery for R&B while generating a fixed annual income of £37,200. The proposed initial investment of £20,000 in automation and staff training will ensure efficient service delivery and create the capacity to manage R&B's additional workload without requiring additional staff recruitment.

11.   Background papers

- None.

12.   Appendices

- Appendix 1 – GIS and Address Management Improvements Business Case.