



**AGENDA ITEM: 8**  
**SUMMARY**

<b>Report for:</b>	<b>Cabinet</b>
<b>Date of meeting:</b>	<b>22 January 2012</b>
<b>PART:</b>	<b>1</b>
If Part II, reason:	

<b>Title of report:</b>	<b>Address Management – Delegation of Function</b>
Contact:	<p>Cllr Terry Douris, Portfolio Holder for Planning and Regeneration</p> <p>Authors/Responsible Officers:</p> <p>James Doe, Assistant Director - Planning, Development and Regeneration</p> <p>Alex Chrusciak. Group Manager, Development Management and Planning</p>
Purpose of report:	To set out proposals for the delegation of the Council's Address Management function to Luton Borough Council.
Recommendations	<ol style="list-style-type: none"> <li>1. That the proposed delegation of the administration of the Address Management service to Luton Borough Council be agreed.</li> <li>2. That authority be delegated to the Group Manager, Development Management and Planning, to agree the details of the transfer and service delegation arrangements</li> </ol>
Corporate objectives:	The transfer will allow the Council to make longer term cost savings without impacting on the quality in accordance with Dacorum Delivers.
Implications:	<p><u>Financial</u></p> <p>The anticipated savings realised by the proposed transfer of the operation would be:</p> <p>Year 1 : £9,525 (inclusive set-up costs)</p>

<p>'Value For Money Implications'</p>	<p>Year 2 and on-going: £17,840 per year</p> <p><u>Value for Money</u></p> <p>The proposals are considered good value for money as it offers the prospect of high levels of performance for a reduced cost to the Council.</p>
<p>Risk Implications</p>	<p>Risk Assessment completed on 17/12/2012</p>
<p>Equalities Implications</p>	<p>Equality Impact Assessment not yet carried out; the Address Management process is largely administrative and is considered unlikely to raise significant equalities issues.</p>
<p>Health And Safety Implications</p>	<p>None Identified</p>
<p>Monitoring Officer/S.151 Officer Comments</p>	<p><b>Deputy Monitoring Officer:</b></p> <p>The Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 allows the executive of a local authority to arrange for the discharge of any of its functions by the executive of another local authority. In other words, these Regulations enable the Dacorum Borough Council (DBC) to enter into an agency arrangement for Luton Borough Council (LBC) to discharge address management functions on its behalf. Such an agreement would constitute an 'administrative arrangement' between local authorities, rather than a 'public service contract' which would mean that DBC would not have to go through a competitive procurement process to enter into such agency arrangements. Similarly, the executive of LBC will have to resolve to agree to accept responsibility for discharging these functions on behalf of DBC.</p> <p>Should the Cabinet agree to enter into an agency arrangement with LBC for the provision of the service it is strongly advised that the arrangements are made the subject of robust legal agreement covering matters such as; the quantity and quality of service, payment arrangements, indemnities and liabilities, and termination and exit arrangements.</p> <p><b>Deputy S.151 Officer</b></p> <p>The budgetary implications of this report have been adequately covered within the body of the report.</p>
<p>Consultees:</p>	<p>N/A</p>
<p>Background papers:</p>	<p>N/A</p>
<p>Glossary of acronyms and any other abbreviations used in this report:</p>	<p>NLPG - National Land and Property Gazetteer</p> <p>LLPG - Local Land and Property Gazetteer</p>

## **1.0 Background**

1.1 Dacorum Borough Council is the Street Naming and Numbering Authority and therefore we undertake the following activities in relation to address management:

- Addresses for new developments and properties
- Change of house name
- Adding a house name to a numbered address
- Renaming streets and renumbering properties
- Address problems and queries

1.2 As a Council we also update the address information held by all public utilities, emergency services, H M Land Registry, Hertfordshire County Council and all relevant Dacorum Borough Council departments.

1.3 The Local Land and Property Gazetteer (LLPG) is an address database for which, as a Local Authority, we have responsibility for creating and updating all addresses of properties within the borough. We are required to submit this information to the National Land and Property Gazetteer (NLPG) hub.

1.4 There is also a National Street Gazetteer of all streets in England and Wales. Whilst it is the County Council's duty to update this information, the process does involve liaison with our Address Management team.

## **2.0 Key issues**

2.1 Parts of the Planning administration service are within scope of the outsourced and shared services review. As part of this, Officers have been discussing service delivery options with Luton Borough Council.

2.2 As such, there is an offer from Luton Borough Council to undertake the Address Management service on behalf of Dacorum. LBC is currently well resourced in this regard, high-performing and able to offer to provide this service within the Borough of Dacorum for a reduced cost.

2.3 To take the proposals forward the key issues to consider are:

- Financial implications
- Service improvement
- Long term implications

## **3.0 Financial implications**

3.1 The offer from Luton is to undertake the function for:

### **Year 1 – Total £41,500**

- £32,000 per annum for address management
- £2000 for initial set up
- Undertake a review of Dacorum Borough Council's Street Name & Numbering Policy with a view to introducing charging to ensure cost-recovery £2000
- Undertake review of current LLPG/LSG Data Quality and Management Processes £5500

## **Year 2 and on-going – Total £32,000**

- 3.2 The cost of the address management function to DBC is budgeted (DB130-Planning Support) for 2012/13 at £86,795.

Salaries	£49,840
Expenditure	£1,185
<u>Recharges</u>	<u>£35,770</u>
Total	£86,795

- 3.3 The savings realised by the proposed transfer of the operation in the first year would be £9,525. This is based on the total budget saving of £45,295, (i.e. the cost of the service to DBC at present less the charge that Luton will make) less the budgeted recharges of £35,770<sup>1</sup>. Beyond year one, excluding current expenditure and recharges and first year set up costs – there would be an on-going salary saving of £17,840 per year.
- 3.4 Any revenue raised through the introduction of charges would flow back to Dacorum Borough Council. This is likely to be a low figure, the income collected by Luton for their Street Naming and Numbering service for the period April 2012 until December 2012 was just less than £3,000.
- 3.5 The Address Management function currently involves 2 FTE staff who report to the Team Leader, Planning Support. The proposed transfer of the function would allow to the deletion of these two posts representing on-going savings to Dacorum.
- 3.6 Of the two affected posts, one post holder has requested early retirement and this has now been agreed. The other post is time limited and the contract comes to an end 31/03/2013.

## **4.0 Service Improvement**

- 4.1 As a Local Authority, Dacorum is required to send address data through to the NLPG hub on at least a monthly cycle. Checks are carried out at the Hub and all LLPG Custodians are sent a health check report on a monthly basis identifying records that contravene any of conventions in place. Due to longstanding issues around the Council's mapping software (GPG) and the roles and responsibilities between the Address Management team and the Council's LLPG Custodian, the Council's performance has fluctuated over time.
- 4.2 Luton Borough Council reports a higher and more consistent level of data matching between their LLPG and the NLPG (Silver standard) and this is reflected in its yearly Improvement Charter which is at a higher level than Dacorum. It is considered that the proposed transfer of the Address Management function would allow Dacorum to benefit from the expertise of Luton which will result in improved performance.

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<sup>1</sup> Recharges for 2012/13

## 5.0 Implications

### Ability to terminate

- 5.1 The delegation of the function is not subject to a contract period or length of transfer. This preserves the ability for Dacorum to end the delegation at any time should it be considered necessary. The charge for the service will be paid to Luton on a quarterly basis (£8,000) and this will aid the flexibility of any termination as the Council would be financially committed only for 3 month periods.
- 5.2 It has been agreed (informally) that the likely minimum period of transfer in the first instance would be 12 months.

### If transfer not pursued

- 5.3 The Address Management service currently sits within the wider Planning Support team, within which the staff members already have generic Job Descriptions. As a consequence should the transfer be refused the team will be able to continue provision of the service.
- 5.4 There is an outstanding request for the Council to sign-up to a Data Co-operation Agreement which would continue<sup>2</sup> legally binding requirements for the creation and maintenance of data. Not pursuing the offer from Luton would hinder Dacorum's ability to gain from the experience and expertise held by Luton who operate at Silver standard.
- 5.5 Should there be a requirement for the transfer to be terminated the service would return to the Planning Support team.

## 6.0 Conclusions

- 6.1 The proposed delegation of the Address Management function to Luton Borough Council offers both year on year cashable savings and the prospect of better service and performance both in relation to street naming and numbering and LLPG data matching. There is flexibility in how the delegation arrangements can be managed and the ability to take the service back in-house is maintained.

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<sup>2</sup> Replaces the binding requirements of the Mapping Services Agreement (MSA)