

Outline Business Case

Name	Digitisation of Local Land Charges Register
Reference Number*	
Senior Responsible Officer	INSERT
Programme Manager / Project Manager	INSERT

*If known

Guidance and example text is provided throughout this document in italics to assist in its completion. Please delete where appropriate.

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1. Background Documents

Initial proposal form attached.

2. Governance

Please tick where this work will sit. If the potential work is likely to sit across more than one Portfolio, please select the option where the benefits are likely to be realised.

Resilient

Growth

Vibrant

Green

Working Smarter

2.1 Programme Name

Digitisation of Local Land Charges Register

3. PMO Gateway Criteria

Please tick all gateway criteria that apply. Refer to the PMO Gateway page for guidance.

Budget

Impact

Importance

Outcome

4. Outline

4.1 Scope

Outline what the work delivers and the expected timescale for delivery.

The project will deliver a fully digitised Local Land Charges Register in line with HM Land Registry's migration programme, working with internal and external stakeholders during the 2023/24 financial year.

4.2 Organisation Priorities

*How does the work fit **INSERT NAME OF LA** priorities? For example, achieves a saving in the MTFP, in line with a strategy, part of a Council Plan, meets legislative changes. Where possible, link the key documents.*

1. Legislative change - each authority is required, under the Infrastructure Act, 2015, to digitise and transfer responsibility for the provision of Local Land Charges Register (LLCR) to HM Land Registry (HMLR) from the **INSERT MIGRATION YEAR** financial year.
2. Links to the Directorate Business Plan which refers to the Council's Recovery Plan and the increased use of digital solutions to drive more efficient working practices. The project will free up capacity and reduce transaction costs so that resources can be aligned with the Recovery Plan Outcomes with service response times reduced.
3. Co-ordinated use of SharePoint and Open Text to store records to enable one version of key documents to be accessible by those that need to refer to them.

4.3 Benefits / Deliverables

List the potential benefits and deliverables.

Benefits	Key Deliverables (Outputs)
Fully digitised LLCR in the format specified by HMLR including a spatial extent	Reduced turnaround times for HMLR customer requests and efficient access to records forming part of LLCR
Reduction in administration and processing tasks	Appointment bookings, personal search processing and applications for LLC1 enquiries will be dealt with by Land Registry
Improved data quality of historic and current records forming part of the LLCR	Reduction in time spent researching historic records which would be accessible to all users in spatial format
LLCR related documents stored in a single location accessible to relevant staff in each department	Agreements and LLCR related documents stored on either SharePoint / Open Text and accessible to those requiring access, including internal stakeholders
Historical conditional planning records transferred from microfiche to spatial format	Reduced reliance on physical records after transfer to digital format.
Increase in staff expertise in digitisation and maintenance of records	Improved staff flexibility to create and maintain spatial data

4.4 Stakeholders

Outline key stakeholders, for example Partnerships, Internal and External Stakeholders.

HMLR representatives

Incumbent Software Supplier representatives

Planning colleagues

Highways colleagues

ICT colleagues

Legal Services colleagues

Finance / Accountancy colleagues

Other Originating Authorities (County Council, National Park, Water Company, etc.)

4.5 Options Considered

Outline the options considered including their strengths and weaknesses. For example, do nothing, do the minimum, do the optimum.

Do nothing.

- Local Land Charges Register remains in current state where efficiencies of digitisation are not realised.
- The legal requirement relating to the transfer of responsibility for provision of Local Land Charge information is not met.
- HMLR unable to provide information to their service users by due date.

Meet requirements

- Liaise with HMLR and stakeholders to develop a programme of work that aids the digitisation of LLCR records and the successful transfer of responsibility for provision of LLCR information to HMLR from **INSERT DATE**.

Exceed requirements

- Include within the remit of the project improvements digitisation of records within the CON29 including further automation of responses including Building Control, Planning, Highways, Health, and housing records.

4.6 Potential Risks - Threats and Opportunities

Detail any potential critical risks and whether they would be a threat or opportunity and any actions and controls in place to mitigate them. Further guidance can be found in the Risk Management Handbook.

Potential Risk	Are we treating this as a Threat or Opportunity?	Established controls and any further actions to mitigate
Project scope not clearly defined	Opportunity	Ensure that project management approach is developed with monitoring / reporting of progress at key points to keep on track.
Lack of expertise / resource to meet project timescales	Opportunity	Liaise with key stakeholders to develop plans for supporting resource to be available via internal colleagues, temporary recruitment, HMLR or Incumbent Software Supplier.
Volume and complexity of records	Threat	Structured approach to each data type, assessment of volumes and agreement of prioritisation of resources to deliver within timescales in conjunction with HMLR, Incumbent Software Supplier and internal stakeholders.
Competing projects involving key staff within the authority	Threat	Buy in from senior management and stakeholders with clear plan of realistic requirements, deliverables and timescales.

4.7 Collaboration - with Services, Councils, Partners, Community

Who do you need to engage and work collaboratively with? For example: Digital Services, Procurement, Information Governance, Organisational Development. A representative from each enabling Service should complete a line on the table below.

Service	Responding Officer	Does your Service have the capacity to support the formation of a FBC?	Comments, consideration <i>Record if your Service could support the work, if it requires external support or if you think it cannot be delivered. If possible, estimate how much time would be required to support delivery.</i>
Digital Services	INSERT NAME	Yes	<p>The assistance of ICT / GIS colleagues to help identify the specific records to be digitised.</p> <p>Once the scope of the records transfer is known we will need ICT support working with internal and external stakeholders to facilitate spatial / digital data capture. We are likely to need additional GIS spatial data capture resource to be determined during the early engagement phase of the project to be complete by March 2022.</p> <p>Assistance will be required to develop an area on SharePoint to host key records including agreements that those internal departments with a need to create, amend or view a record or document can access a single true version.</p>
Planning Service	INSERT NAME	Yes	<p>Identification of historic planning records and data such as microfiche, manual, plotting sheet records and those records held digitally that require transfer to the LLCR.</p> <p>Information relating to Listed Buildings, Tree Preservation Orders, Conservation Areas, Section 106 agreements etc.</p> <p>There may be a potential requirement for temporary resource to support digitisation of planning records to be determined in conjunction with HMLR and IDOX during the early engagement phase of the project to be complete by INSERT DATE.</p>

Highways	INSERT NAME	Yes	Identification of Highway agreements and their extents that form part of the LLCR, including section 38/220/278's highway adoption with plans for digitisation of highway extents in relation to above and use of SharePoint / OpenText for departments to access single true version.
Legal Services	INSERT NAME	Yes	Development of initial collaboration agreement and further revisions needed during the project.
Finance (Accountancy)	INSERT NAME	Yes	Assistance in identification of potential additional costs / information relating to Financial Charges.

5. Considerations

Contemplate each heading and include any considerations that are needed to make the work a success.

Area	Consideration of possible implications
Political	There are no anticipated considerations required as part of this project.
Economic	The project aims to significantly reduce the time taken for LLC1 and personal searches of the LLCR and the work on digitisation should help us to focus on and reduce CON29 turnaround times.
Social	There are no anticipated considerations required as part of this project.
Technological	There are significant challenges in spatially digitising historic records that form part of the LLCR. Expertise will be required as part of the project from technical/GIS colleagues in addition to HMLR and Incumbent Software Supplier resources.
Legal	A Collaboration Agreement has been developed by HMLR and our legal team are required to review the current agreement to ensure it meets the authority's needs at the start of the project and as it develops.
Environmental (including climate change)	The transfer of the administration of Personal search appointments to HMLR will remove the requirement for representatives to attend an in-person appointment thus reducing in travel and CO2 emissions. Electronic records provision should reduce the reliance on the creation and maintenance of paper-based records.
Other programmes or projects	The project links to the roll out of SharePoint; however, it does not directly link to other programmes / projects.
Partnerships	The project will involve significant collaboration with HMLR and our incumbent software supplier.

6. Financial

Outline the estimated costs needed to deliver this work and how these will be funded. For example, delivery cost, software cost, Project Management and Project Support cost.

For example: One-off cost to deliver the project will be funded from 'X' and ongoing costs post delivery will be funded from 'X'.

Item	One-off cost to deliver the work	Ongoing annual costs post delivery	New annual income generation	Realisable Savings <i>Include any one-off savings</i>	Notes
Additional staff resource for data capture / IDOX scripting to administer the project.	To be developed during early engagement phase to INSERT DATE . HMLR have identified 'one-off INSERT HMLR Transition Payment AMOUNT to assist with digitization.	TBC Impact on Local Authority charging guidance from LLC1 to be identified.	N/A Concentration of reduction in turnaround of CON29 searches may increase numbers of paid searches.	0.75 FTE	Resource saving would need to be utilised on data capture of CON29 records to reduce turnaround and promote CON29 service.
Total	TBC				

7. Approvals

The approvals must be completed in this order. If you have additional approvals required for your OBC please add them here; for example, Cabinet or external funding.

*As the author of this document *named author*, I have presented it for approval and to progress to the next project stage.*

Senior Responsible Officer	INSERT NAME	Date	
Head of Finance	INSERT NAME	Date	
Programme Board	TBC	Date	
PMO Gateway	<i>Where applicable</i>		

Annex A – HM Land Registry support for Local Authorities