

Supplementary Committee Agenda



Governance Select Committee Tuesday, 27th March, 2018

Place: Council Chamber, Civic Offices, High Street, Epping

Time: 7.15 pm

Committee Secretary: J Leither
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8. TRANSFORMATION PROGRAMME - PROJECT DOSSIER - GOVERNANCE DIRECTORATE (Pages 3 - 4)

(Director of Governance) To consider the attached supplementary document.

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PROJECT P019 DC & BC QUALITY IMPROVEMENT AND SCANNING ELECTRONIC PAPERLESS WORKING PROGRAMME FOR PLANNING/BUILDING CONTROL PHASE ONE 2016/17, PHASE TWO 2017/18 AND PHASE THREE 2018/19

1. Set up an interactive mapping application available for placement on the EFDC Website where residents/users are able to click on a map location to access details and plans for planning applications.
2. Quality checked and securely destroyed over 30,000 planning files including the scanning of over 10,000 decision notices and/or other key planning information onto our planning database.
3. Scanned/indexed, quality checked and securely destroyed 13,000 closed BC paper files with approximately 8,000 remaining to scan/index and quality check.
4. Checked approximately 25% of 50,000 paper planning decision held by Local Land Charges and scanning/indexing. It is estimated that about 2,500 (5%) of these documents are not held on our system. There is still a large quantity of other important paper planning records which need to be checked as part of the process to moving LLC towards electronic working.
5. Integrated 1.5 FTE Grade 5 Local Land Charges Officers changing their business processes from manual and paper based to electronic working as Technical Officers Electronic Records with the future aim of being responsible for all DC and BC LLC Searches.
6. Developed ongoing work to correct and/or create BC/DC Registered addresses. To date we have corrected and/or created over 15,000 Building Control Registered Addresses and 5,000 DC Registered Addresses.
7. We have corrected over 9,000 Planning History errors with an estimated 21,000 inconsistencies/errors remaining.
Planning History errors have a negative impact on;
 - (a) Local Land and Property Gazetteer address management
 - (b) Mapping accuracy
 - (c) Local Land Charges property searches
 - (d) Planning decisions as important and relevant information may be missed by planning officers.
 - (e) The accuracy of Planning Information placed on the EFDC Website.
 - (f) Historical planning information particularly relating to strategic and brownfield sites across the district.
8. We are constantly making information available on the EFDC website such as historical planning information on brownfield sites and making publically available nearly all post 1990 Section 106 records for public viewing on the EFDC Website.
9. We have been working at reorganising TPO records to ensure greater clarity of records held and reduction of duplication. In conjunction with Legal Services are developing an improved process to maintain only one set of paper of TPO Legal Notices held by Legal Services with matching electronic equivalent held on planning databases Northgate M3 and Information@work.
10. We are also checking and correcting the geographic GIS property locations that are incorrectly plotted on Northgate M3. A key element of Land Registry's proposals to take over the Local Land Charges functions is that they are stipulating that Planning Property Records must be spatially and geographically accurate.
11. We are developing a new electronic Case Management system to support Planning Officers to move towards paperless working.

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