

Welcome information

for new Authority
Contacts as part of
the Data Co-operation
Agreement



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About address and street data

Research over many years has established that it can be estimated that over 85% of the 700 different services a typical council delivers relies upon address and/or street information.

Good quality spatial information – knowing where people live and assets are and where services are provided – makes a substantial difference to the efficiency with which these services are delivered. The clear majority of councils have address and/or street gazetteers at the heart of business-critical systems and service delivery.

A GeoPlace commissioned study 'Cost Benefit Analysis of Address and Street Data for Local Authorities and Emergency Services in England and Wales', projects net benefits up to £202 million by 2020 from better use of the address and street data that councils create and maintain. Based on the current rates of adoption, this represents a Return on Investment after discounting of 4:1.

Studies that have been undertaken show:

- over £50 million pa efficiency savings identified
- over 1,200 local government datasets depend upon address and/or street data, although based on analysis of the SOCITM Software Application, GeoPlace has identified that an average local authority has 30 core application systems that rely on address information
- an annual survey by GeoPlace suggest that on average a local authority has linked 10 of these systems. A conservative cost of linking a system is £1000
- 63% of savings have been made from faster and more efficient processes
- 37% of savings have been made from more accurate delivery
- 75% of authorities specifically used address gazetteer data to help implement new services
- 72% of councils' CRMs are reliant on the UPRN
- Other local benefits of good quality address and street data include:
 - improvements in the quality of council tax and non-domestic rate records
 - improved electoral register records
 - better coordination of information to and from citizens ensuring they get the correct services to the correct location
 - improvements to planning, building control and environmental services
- management of street works and street maintenance
- knowing where your customers are and which public services they are using
- supporting other departmental back office systems such as Customer Relationship Management (CRM) and online services
- supporting evidence based decision making across the whole business
- improved partnership working between organisations at a local level
- gaining efficiencies in information management more generally

Case studies and further information and evidence of the benefits of well managed address and street information can be found via the GeoPlace website www.geoplace.co.uk

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The Joint Authorities Group - JAG(UK) - www.jaguk.org represents the organisations responsible for the roads and streets of the United Kingdom. JAG(UK) focuses on supporting the management of all works on the highway and road network including the coordination of these works as well as other events that take place on the highway roads. JAG(UK) also provides a link between governments and authorities to provide desired outcomes in highway and roads issues.

JAG(UK)'s member organisations are primarily local authorities and similar bodies whose principal

activities are governed by highways, street, road and traffic management legislation. Their responsibilities include regulation of streets and roads for any purpose, with a view to maintaining public safety, asset integrity and the movement of people and goods.

JAG(UK) is part of the GeoPlace family which gives a strategic link to the LGA, strong links to the NSG community and links to other professional services which help deliver a more relevant and valued service to members.

About GeoPlace

Our three strategic objectives, set by the GeoPlace Board, are:

- **To deliver national benefit from the use of spatial addressing and streets data,**
- **To create efficiencies and improvements in the Public Sector, and**
- **To strengthen the business to provide an operational surplus supporting investment.**

GeoPlace plays an important role in underpinning the UK's digital economy and the transformation of public services, to improve the lives of citizens. This was acknowledged by the Rt Hon Matthew Hancock MP, the then Minister for the Cabinet Office and Paymaster General in his keynote presentation at GeoPlace's 2016 annual conference.

Recognising the importance of addressing, the Minister stated that "Addresses are invaluable to our economy and our public services" before particularly highlighting the Unique Property Reference Number (UPRN) "The UPRN is the jewel at the heart of the addressing system, The UPRN facilitates greater accuracy and immediate data sharing and matching - delivering better services and better outcomes for citizens".

Recognition at the highest levels in Government that government, businesses and services need access to the very best address data and to be able to precisely pinpoint an address underpins our strategic objectives. We are determined to provide the data

that can recast how businesses and government use address data to improve public services, benefit businesses and improve how the public receive goods. GeoPlace is therefore driving improvement, excellence and innovation through data.

GeoPlace® LLP is a public sector limited liability partnership between the Local Government Association and Ordnance Survey and is responsible for compiling and maintaining GeoHub as the unification of all the core address and streets datasets GeoPlace maintain. GeoHub is a system that provides a single source for all addressing and street data requirements. GeoPlace's role is to work with local authorities and other organisations to create and maintain GeoHub and the National Street Gazetteer (NSG for England and Wales), providing definitive sources of publicly-owned spatial address and street data. Ordnance Survey markets a range of address and street products delivered from GeoHub.

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About the contractual arrangement

The Public Sector Mapping Agreement (PSMA)

The PSMA began on April 1st 2011 and is a ten-year agreement providing the public sector in England and Wales with a portfolio of Ordnance Survey data products, available on consistent licence terms, and is centrally-funded by Government on behalf of the rest of the public sector. The PSMA is expected to deliver significant efficiency savings and improvements in public service delivery for the benefit of individuals and businesses in England and Wales. The PSMA is administered by the Secretary of State for Business, Energy & Industrial Strategy (BEIS). A similar agreement is in place in Scotland. psma@os.uk

The Data Co-operation Agreement

The Data Co-operation Agreement (DCA) is an agreement between GeoPlace and all County, District, and Unitary councils in England and Wales. It commenced on the 1st April 2012 and provides for a legally binding agreement between the parties to support the creation, compilation and maintenance of GeoHub (particularly related to address and street information for England and Wales). The DCA is formally linked to membership of the PSMA.

Scotland, Northern Ireland, Isle of Man and the Channel Islands

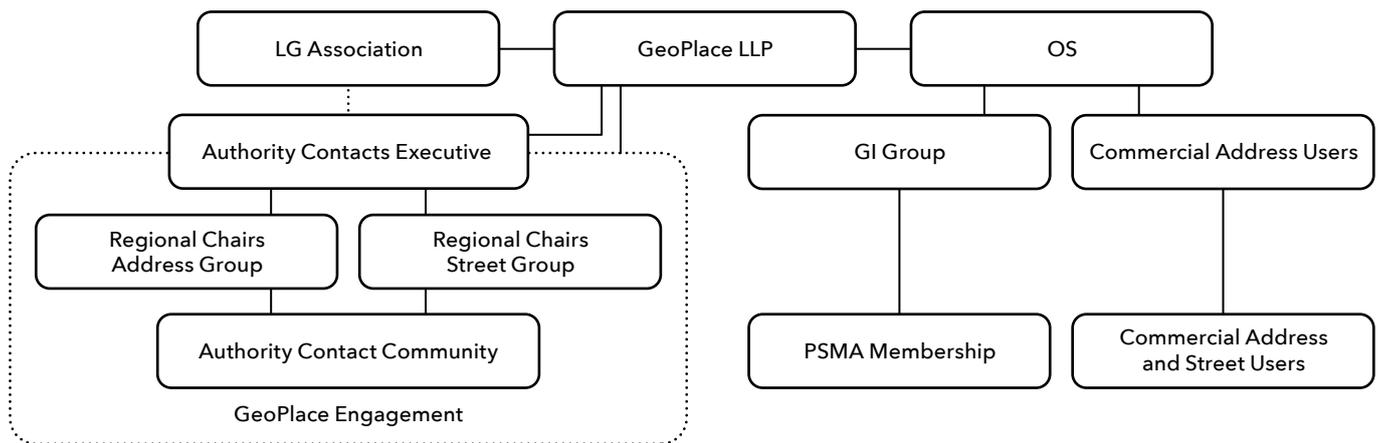
GeoPlace receives Scottish spatial address data for the 32 Scottish local authorities from a central Scottish hub managed by the Scottish Improvement Service. Similar administrative arrangements exist with Northern Ireland, Isle of Man and the Channel Islands. This enables the provision of a UK and islands spatial address dataset to Ordnance Survey.

The PSMA and DCA underpin Government recognition of the substantial social and economic benefits that 'core reference geography' can bring and forms part of the framework put in place by Government to enable access by the whole of the public sector to definitive spatial information through the PSMA. The DCA also recognises the critical role that councils have in the creation and source of address and/or street gazetteer information as Authority Updates through the DCA.

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About the governance structure

GeoPlace operates within a well-defined DCA governance structure. This structure is outlined below.



Regional and National meetings

Local authorities in England and Wales are grouped together by region and Address or Street function.

There are ten regions:

East of England, East Midlands, Greater London, North East, North West, South East, South West, Wales, West Midlands, Yorkshire and the Humber.

Regional meetings take place twice a year (Summer/Spring and Autumn/ Winter).

They are held by the relevant regional Chair (see below) and represent:

- An opportunity for custodians to share ideas and ask questions
- Share good practice and effective ways of working
- Meet and network with your colleagues
- Request that any issues or questions be considered by the Chairs group via your regional Chair
- Review the monthly statistics
- Being involved in works shops to benefit from best practice
- Receive updates from Working Groups where relevant

Each year the GeoPlace conference and presentation of the Exemplar Awards takes place where all local authorities are invited to attend to network with colleagues and GeoPlace, share information, receive awards for best practice, take part in roundtable discussions and workshops.

Regional Chairs are elected by Authority Custodians. The Regional Chairs Groups meet on a quarterly basis. As an Authority Custodian/SNN Officer, you will be invited to attend regional meetings in your region which take place twice a year. Your Regional Chair will be able to provide you with further information.

Principal Chairs and Deputy Principal Chairs are elected by the Regional Chairs Groups to represent the local authorities at ACE (Authority Contacts Executive).

The ACE group (two representatives from local government and two from GeoPlace) meets monthly and liaise with the Chairs groups, the LGA (Local Government Association) and the GeoPlace Board.

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Key contacts

Where relevant, key contacts within your council for the purposes of your role are:

- your Authority Address Custodian and/or your Authority Street Custodian
- your DCA Authority Principal Contact
- your PSMA Principal Contact
- the Street Naming and Numbering Officer
- the Public Rights of Way Officer
- the Geographical Information Manager
- Traffic Manager
- Street Works Manager
- JAG(UK) representative

Within GeoPlace, key contact details are:

- Website - www.geoplace.co.uk
- Helpdesk support@geoplace.co.uk or telephone 020 7630 4602
- Our main office number is 020 7630 4600.
- Of key importance is your Regional Chair. This person, who will be an Authority Custodian in a council in your region, has been elected by your fellow Authority Custodians into the position to represent you on a national level. You can find out who this person is by joining and logging on to the online collaboration platform for the GeoPlace community, the Khub - <https://khub.net> or by emailing support@geoplace.co.uk

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Key documents and resources

The GeoPlace website - www.geoplace.co.uk, contains a wealth of information designed to help you in your day-to-day role.

Within the websites, there are series of Frequently Asked Questions, which are designed to help you. These can be found within the GeoPlace-Helpdesk-Services menu - www.geoplace.co.uk/helpdesk/services

Being an Authority Address Custodian, Street Naming and Numbering Officer and/or Authority Street Custodian means that you need to follow agreed standards and conventions in creating and maintaining your data. These conventions are laid out in the following documents:

The GeoPlace Data Entry Conventions (DEC), GeoPlace Data Transfer Format (DTF) and Data Co-operation Agreement (DCA)

These can be found within the GeoPlace-Helpdesk-Supporting the DCA community menu - www.geoplace.co.uk/helpdesk/supporting-the-dca

Also available is a brief guide to the Data Co-operation Agreement (DCA) - <http://bit.ly/DCABriefMay17>

GeoPlace runs an annual Awards programme whereby we highlight and reward innovative working and best practice in the management of address and street data. Case studies from the last years Exemplar Awards - showing you best practice in the creation and use of address and street data. These can be found within the GeoPlace website www.geoplace.co.uk/helpdesk/library and select the 'case study category'

GeoPlace also offers a training programme for those new to the role or who require a refresher. Further details can be found within the GeoPlace-helpdesk-training- geoplace.co.uk/helpdesk/training?nwid=31

The DCA provides for an ongoing data improvement programme. In the DCA there is an annual Improvement Schedule which supports data improvement pledges for Authority Updates over the year. These are monitored through monthly reports that are supplied by GeoPlace to all Authority Custodians.

GeoPlace issue weekly emails to provide a summary of key information relating to address and street data. A monthly ezine also provides a wider update including relevant news and policy updates.

Visit the Knowledge Hub which is an online professional networking website which provides key information and updates about what is going on in the local government community. GeoPlace facilitate a Group within the Knowledge Hub specifically relating to address and street data called GeoPlace Authority Contacts Knowledge Hub. See Khub - <https://khub.net>

- Register and create a Profile and add a photo of yourself
- Search and apply to join the GeoPlace Authority Contacts Group

If you need any help or have any questions, please email Melissa.Whittle@GeoPlace.co.uk or Communications@GeoPlace.co.uk

We hope that you find the information in this pack very useful and if you have any suggestions for improving it, please do let us know by emailing Communications@GeoPlace.co.uk

Many thanks and we very much look forward to working with you.



GeoPlace is a public sector limited liability partnership between the Local Government Association and Ordnance Survey





CENTRE OF EXCELLENCE

GeoPlace is the centre of excellence for the management of spatial address information and streets data for Great Britain.



OUR ORGANISATION

GeoPlace is a public sector limited liability partnership between the Local Government Association (LGA) and Ordnance Survey.



OUR ROLE

GeoPlace compiles GeoHub as the unification of the address and streets datasets GeoPlace maintains. GeoPlace works with councils and other organisations to create and maintain definitive sources of publicly-owned spatial address and street data.

OVER 85% OF 700

DIFFERENT SERVICES A TYPICAL COUNCIL DELIVERS RELY ON ADDRESS AND/OR STREET INFORMATION



BENEFITS

Improvements in the quality of council tax and non domestic rate records

OVER 1200 COUNCIL DATASETS

DEPEND ON ADDRESS AND STREET DATA



Improved electoral register records

75% OF COUNCILS

USE ADDRESS AND STREET DATA TO HELP IMPLEMENT NEW SERVICES



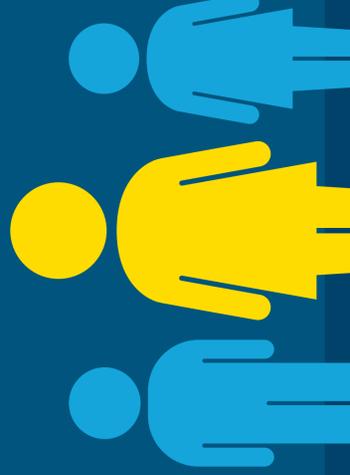
Improvements to planning, building control and environmental services management of street works and street maintenance

The Public Sector Mapping Agreement (PSMA)



DCA key contacts
375 organisations; 1200 people

The Data Co-operation Agreement (DCA)



AUTHORITY CUSTODIANS

Administrative arrangements exist with Scotland, Northern Ireland, Isle of Man and the Channel Islands



Authority Contacts Executive
Regional Chairs Address and Street Groups



PSMA User Representatives Group
PSMA membership Commercial Address and Street Users

GEOPLACE ENGAGEMENT



DCA key contacts
375 organisations; 1200 people

DCA GOVERNANCE



Authority Contacts Executive
Regional Chairs Address and Street Groups



PSMA User Representatives Group
PSMA membership Commercial Address and Street Users



KEY CONTACTS GEOPLACE

GeoPlace main office
T. 020 7630 4600
Helpdesk
support@geoplace.co.uk
T. 020 7630 4602
@GeoPlaceLLP
s.geo.place/linkedin



KEY CONTACTS YOUR COUNCIL

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- DCA Authority Principal Contact
- PSMA Principal Contact
- Street Naming and Numbering Officer
- Public Rights of Way Officer
- Geographical Information Manager
- Traffic Manager
- Street Works Manager
- JAG(UK) representative



KEY DOCUMENTS & RESOURCES

- www.geoplace.co.uk
- The Data Entry Conventions (DEC)
- The Data Transfer Format (DTF)
- Annual Awards programme
- Annual national conference
- Training programme
- Data improvement programme
- Annual Improvement Schedule
- Weekly email bulletins
- Knowledge Hub
- GeoPlace Authority Contacts Group on Knowledge Hub
- www.jaguk.org
- Ordnance Survey
- Public Sector Mapping Agreement