Data Transfer Plan:
London Legacy Development Corporation London Borough of Hackney

Document Control

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Description	Outlines the processes, principles, and scope of the transfer of data from the London Legacy Development Corporation to the London Borough of Hackney.
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Approvals

This approval is for the content of this transfer plan.

Approval by	Name/Department	Signed (Y/N)	Date
London Legacy Development Corporation			
Business Owner (LLDC)	Anthony Hollingsworth – Executive Director of Planning, Policy and Decisions Team		
IT and Information Services	Jim Wood – Director of IT and Information Services		
Agile Applications Ltd	N/A		
Legacy Corporation (TFL) Legal (If Applicable)	N/A		

Civica Approvals (If Applicable)	N/A		
Receiving Organisation: London Borough of Hackney (LBH)			
Business Owner (LBH)	Natalie Broughton - Head of Planning & Building Control		<mark>xx</mark>
LBH - IT Service Provider (application software)	Idox Cloud - Jamie Henderson - Business Consultant LBH Account Manager	N/A	
LB Hackney - IT Service Provider (on-premises)	LBH ICT Application Support - Anna Anderson (Delivery Manager)	Y	19, October 2023
LBH Legal (If Applicable)	Georgia Lazari – Team Leader LBH Legal Directorate (Role: Legal Support]	Y	02, March 2023, 21, August 2023 - [Christine Stephenson]
LB Hackney – Information Governance	Ola Okoro – Information Governance Lead ICT Services (Role: Information Governance Support]	Y	17, October 2023

Contents

1   Introduction

This data transfer plan sets out how the London Legacy Development Corporation (The Legacy Corporation) will work with the London Borough of Hackney (LBH) in order to prepare planning, policy and associated data for transfer to the London Borough of Hackney.

2   Background

The planning powers of the Legacy Corporation will be transferred to the four surrounding London boroughs of Newham, Hackney, Tower Hamlets and Waltham Forest on the **1st December 2024**. The last day on which the LLDC will exercise its planning functions will be until midnight **on 30th November 2024**.

To support the transfer of planning powers the following data will be transferred:

- LLDC (PPDT) Development Management Data
- LLDC (PPDT) Policy Data

See Section Six for specific details and information on the data to be transferred.

3   Legal Basis for the Transfer

The Legacy Corporation is the data owner and has statutory planning powers. The data referred to in this document relates to those powers.

3.1 Return of Legacy Corporation Planning Functions

On the 8th September 2022, the Mayor of London formally decided for the purposes of sections 204(2) and (3) of the **Localism Act 2011** that from 1st December 2024 the Legacy Corporation shall cease to exercise, as regards the whole of its Mayoral development area, the entirety of its town planning functions conferred on it by London Legacy Development Corporation (Planning Functions) Order 2012 ("2012 Order" SI 2012 No. 2167).

From the 1st December 2024 the planning functions that were exercised by the Legacy Corporation as a result of the 2012 Order will return to the London Boroughs of Newham, Hackney, Tower Hamlets and Waltham Forest and will be exercised by them.

The Legacy Corporation in conjunction with colleagues at the Department for Levelling Up, Homes and Communities is currently working on the relevant Statutory Instrument required to revoke the Corporation's planning powers.

3.2 Transfer of Personal Data

There is a certain amount of personal data associated with the planning process. It will be necessary to transfer this data to ensure the completeness and integrity of the records series.

A Legitimate Interest Assessment is not required, and the transfer of any personal data is covered by existing protocols within the LLDC and LBH.

4   Statement of the Data Transfer Principles

4.1   Purpose

The purpose of the Data Transfer Principles is to ensure that the data is transferred in accordance and agreement with the relevant legislation and the policies and objectives of both the Legacy Corporation and the London Borough of Hackney.

All the data which has been defined within Section Six – Scope of Data Transfer (of this document) will be transferred to The London Borough of Hackney.

4.2   Objectives

The objectives of the transfer and receipt of data are to ensure that:

(a)   All the relevant data is identified by the Legacy Corporation.

(b)   That Civica, the managed provider of IT services to the Legacy Corporation, and the IT Department of LB Hackney are kept informed of, and included where necessary, in the process.

(c)   That the data can be transferred as a complete set of data and/or files to ensure data integrity and accuracy.

(d)   Data within the new environment will continue to have the same functions and features as it does in existing environments

(e)   The London Borough of Hackney is able to continue to provide the statutory function as if it had been the original recipient of the data.

4.3   Key Principles

The Legacy Corporation will:

(a)   Implement business processes and procedures to manage the data and information effectively during the transfer process

(b)   Maintain a complete record of the data which has been transferred and, where appropriate, include this information in the Legacy Corporation's Publication Scheme and Information Asset Register

(c)   Maintain the relevant levels of access and security during the transfer.

The Receiving organisation:

(a)   Have in place business processes and systems to receive the data

(b)   Comply with this Data Transfer Plan

(c)   Maintain the relevant levels of access and security during the transfer

5   Stakeholders

5.1   Key Stakeholders

The key stakeholders in the transfer of data are:

5.1.1   The Mayor of London / Great London Authority (GLA)

The Mayor of London on the 8th September 2022 formally decided that from 1st December 2024 the Legacy Corporation shall cease to exercise the town planning functions conferred on it by London Legacy Development Corporation (Planning Functions) Order 2012.

5.1.2   Department for Levelling Up, Housing and Communities

The Department for Levelling Up, Homes and Communities (in conjunction with the Legacy Corporation) is involved in drafting the Statutory Instrument required to revoke the Corporation's planning powers.

5.1.3   The London Legacy Development Corporation

The Legacy Corporation until the **30th November 2024** is the relevant Local Planning Authority (LPA) for the LLDC area and holds all relevant Planning and Policy data for that area.

5.1.4   The London Borough of Hackney

The London Borough of Hackney from the **1st December 2024** will be the relevant Local Planning Authority for the current LLDC area that falls within the boundary of the LB Hackney. All relevant planning / policy functions and data will transfer to LB Hackney.

5.1.5   Agile Applications Ltd

As the Planning Software Service Provider for the LLDC, Agile Applications Limited will be involved in the technical management of the data transfer. Agile Applications has no interest in the content of the data.

5.1.6   Civica

As the Managed IT Services Provider for the LLDC, Civica will be involved in the transfer of any planning and policy data from the LLDC Network.

5.1.7   Idox Cloud

As the Managed IT Services Provider for the London Borough of Hackney, Idox Cloud will be kept informed (as appropriate) of developments and issues in relation to the technical transfer.

6   Scope of Data Transfer

6.1   In Scope

The data to be transferred is:

APAS Data:

● Planning Application Data (All planning application data from **1st October 2012** (when the LLDC became the relevant LPA for the area) in relation to closed cases held within the PPDT APAS

system, from submission to decision and appeal (if applicable). This includes all submitted and generated documentation, during the life of the application, which includes (but is not limited to) forms, plans, drawings, reports, letters, notices, applicable S106 agreements and CIL Documentation.

- o There are approximately **800** planning applications within the APAS system associated with LB Hackney.
- o A total of **44GB** of data within the APAS system is currently associated with LB Hackney. This comprises of:
  - Inputted record data and back-office database tables (text, dates, GIS redline boundary's, etc.) which is held and stored in a Structured Query Language (SQL) database.
  - Data created within the APAS system (letters, notices, decision notices, etc. all held as Word documents) which is encoded.
  - Data which has been uploaded to the APAS system (Forms, reports, plans, drawings, redacted consultation responses, etc. all held as PDF) which is held in BLOB storage.
- Pre-Planning Application Data (Active pre-planning application case data held within the PPDT APAS system at the agreed date of transfer).
- Enforcement Data (Active enforcement case data held within the PPDT APAS system at the agreed date of transfer).

LLDC Network Data

- Borough Filtered Development Management Planning Application Data (note this includes any applicable appeal data)
- Borough Filtered Development Management Pre-Planning Application Data
- Borough Filtered Development Management Enforcement Data
- Borough Filtered Spatial (GIS) Data (Redline Planning Boundaries)
- Borough Filtered (In Part) Policy Data (See **Annex Nine** for further information on Policy, Local Plan, S106 & CIL Data)
- Historic ODA Planning Application Data (note this includes any applicable appeal data)

6.2 Out of Scope

The Legacy Corporation considers that the following is out of scope:

- Active & Closed Mailboxes (emails) of individual members of staff (See Annex Ten).
- H:Drives (Personal Drives on the LLDC network) of individual members of staff.
- Content relating to internal PPDT staff meetings.
- Any personal data about staff, including appraisals, leave records, sickness records and so forth.
- Hard Copy Planning Application Data (Until 2020 PPDT held a hard copy file of each planning application submission, since 2020 PPDT has moved to an electronic platform only. The hard copy files are duplicate physical copies of the data held within the APAS planning system and LLDC Network, and contain **no additional** information or data to that held within the APAS system or LLDC Network).

7 Transfer Process

7.1 Transfer Date

The transfers will take place from April 2024 through to December 2024.

(See Annex Eleven for further details).

7.2 Transfer Process

The potential ways to transfer data from LLDC to LBH, it should be noted that certain options will result in certain planning data not being able to be transferred:

- Machine to machine – this would be a back-office point-to-point transfer between the LLDC APAS planning system and the LB Hackney (Idox Cloud) planning system,
- LLDC to copy relevant planning and policy data from the LLDC File Servers (Network Drives) to a secure portable hard drive and physically hand this to LB Hackney,
- Transfer relevant planning and policy data from the LLDC File Servers (Network Drives) using a File Transfer Process (FTP)

Each of these processes would incur different levels and types of cost.

The Legacy Corporation working with Agile Applications will produce reports which describe:

- Number of APAS Records & Data
- Data size of APAS Records & Data
- Document types, numbers and sizes held within APAS Records & Data

The LLDC, working with Agile Applications and the London Borough of Hackney will determine and agree which tools will be used to do the physical transfer of the data.

Civica (as the Managed IT Services Provider for the LLDC) will be kept informed of developments concerning the data transfer and provide additional technical expertise if required.

The transfer will be undertaken outside of LLDC business hours under Change Control authorised by the LLDC in advance of the transfer date.

London Borough of Hackney – Transfer Process

The Legacy Corporation and the London Borough of Hackney has agreed two processes for the transfer of the statutory planning and enforcement registers:
- LLDC to prepare data reports from the Agile Applications APAS system, together with copying relevant planning and policy data from the LLDC File Servers (Network Drives) and uploading to secure file transfer areas (FTP) on the internet for London Borough of Hackney to then download to their individual IT networks and process manually.
- From Summer to December 2024 transferring relevant newly closed planning data from the Legacy Corporation File Servers (Network Drives) using a Secure File Transfer Process (SFTP).

All other planning (including but not limited to planning policy, developer contributions) data to be transferred in summer 2024 by:
- Legacy Corporation to copy relevant planning, policy and developer contributions data from the Legacy Corporation File Servers (Network Drives) using an SFTP or other secure means.

Upon the cessation of the Legacy Corporation's functions a further copy of data will be supplied as
- A secure portable hard drive and physically delivered to London Borough of Hackney.

7.3   Post Transfer

Once the data has been transferred, a copy of the data will be retained within the Agile Applications Ltd APAS system until **1st December 2024**.

Within that period the Legacy Corporation will assist with queries in relation to the files as described in the Request for Information Protocol below (**See Annex Two & Annex Three**).

8   Compliance

8.1   Data Protection

Personal data will be included in the transfer of planning data from the Legacy Corporation to the LB Hackney. This personal data will include:

- Name, address, email, phone number of data subjects who have made planning applications.
- Name, address, email, phone numbers of data subjects who have raised objections.
- Name, address, email, phone number of data subjects who have taken part in consultations.

Data Controllers:

The Legacy Corporation is the data controller for the Planning data. As part of the transfer of the Planning data, the Data Controller function will transfer to the LB Hackney.

The Legacy Corporation is a registered data controller with the Information Commissioner's Office (ICO) as a requirement of the Data Protection Act. The privacy statement is here:

- http://www.londonlegacy.co.uk/info/privacy-policy/

The London Borough of Hackney will become the Data Controller of the Planning Data.

The London Borough of Hackney is a registered data controller with the Information Commissioner's Office (ICO) as a requirement of the Data Protection Act. The privacy statement is here:

- https://hackney.gov.uk/planning-privacy (Planning Privacy Statement)
- https://hackney.gov.uk/privacy (LBH General Privacy Statement)

Data Processor:

Agile Applications who provide the APAS system are a data processor working to the instructions of the LLDC as a data controller in regard to the planning data.

Civica is the data processor working to the instructions of the LLDC as a data controller in regard to planning and policy LLDC Network data.

Idox Cloud is the data processor working to the instructions of the London Borough of Hackney as a data controller in regard to planning and policy LLDC Network data.

8.2   Freedom of Information and Environmental Information Regulations

The Legacy Corporation is a public authority for the purposes of the Freedom of Information Act and therefore falls within its coverage.

● London Legacy Development Corporation:
http://www.londonlegacy.co.uk/info/freedom-of-information/

● The receiving organisation is the London Borough of Hackney:

● Agile Applications Ltd is a commercial entity and is not subject to the Freedom of Information Act.

● Civica is a commercial entity and is not subject to the Freedom of Information Act.

If the Legacy Corporation receives an FOI request which might relate to this project, it will liaise with both LLDC & The London Borough of Hackney.

8.3   Intellectual Property Rights & Protective Marking

There are no intellectual property rights issues in relation to LLDC produced documentation and data, and the transfer of any such documentation and data is and will be covered by existing protocols within the LLDC and LBH.

Third party produced data / documentation (reports, logo's, etc.) will be handled in the same way by LBH as LLDC. This will be communicated to third parties during current and future communication arrangements concerning transition related matters. In addition, a specific reference to this third-party data will be added to the LLDC dedicated transition Webpages.

9   Data Management

9.1   Transfer of the Data

After the data has been transferred, User Acceptance Testing (UAT) will be conducted by the receiving organisation to confirm the accuracy, etc. of the data. On completion of UAT, formal sign-off of the data transfer will occur.

After the transfer and sign-off of the data, the LLDC has no responsibility for the data which the recipient organisation The London Borough of Hackney has received.

10 Costs

Costs associated with the data transfer:

● **LLDC / PPDT**
   o   Internal costs of the Legacy Corporation in analysing the data
   o   Any specialist software which is required

o   Agile Applications Limited (APAS Supplier) costs in running data scripts and transferring APAS data.

- **LBH**
    - o   Costs incurred by the receiving organisation – The London Borough of Hackney.

The costs incurred in preparing, transferring**,** receiving, and processing the data will be covered separately by each organisation.

11 Sign Off

Sign off will be required by the Legacy Corporation, The London Borough of Hackney, Agile Applications Limited, to confirm that the transfer has been successfully completed.

- The Legacy Corporation will need to sign off the transfer of the files**.**
- Agile Applications will need to sign off the accuracy and completeness of the transfer of the data.
- The London Borough of Hackney will need to sign that they have satisfactorily received all the data they require**.**

Annex One – Risks

Ref No.	Risk – taken into account risk to individuals, compliance risk & organisation/ corporate risk	Initial Risk score			Proposed solution(s) /mitigating action(s)	Action Lead	Status/Progress	Residual RAG status		
		Likelihood	Impact	RAG status				Likelihood	Impact	RAG status
1	Transfer process does not work	L	H							
2	Transfer incomplete	L	M							
3	Transfer cannot be completed as a server-to-server process	H	H							
4	Issues with content	L	M							
5	Capacity issues, including lock-down pressures	L	L							

6	Disagreements about scope of transfers	L	L						
7	Consistent messages and approach across all of the workstreams	M	M						
8	LBH resources and capacity to process the data transfer via internal LBH processes.	M	M						

Annex Two – Request for Information (Protocol)

Purpose

The purpose of the Request for Information Protocol is to manage any requests for data which may arise once the transfer has been completed, post UAT and sign-off and the formal closure of PPDT as the Local Planning Authority.

Parties to the Protocol

The parties to the protocol are the London Legacy Development Corporation and The London Borough of Hackney**.** Requests will not be considered from any other third parties without authorisation.

This protocol will not be used for Freedom of Information requests or Data Subject Access Requests. It will not be used for the purpose of audit or investigatory authorities who will maintain their own processes for data access.

Applying the Protocol

This protocol will apply to the handling of requests for files in relation to the data which has been transferred from the LLDC to the recipient organisation.

Points of Contact

The Legacy Corporation and The London Borough of Hackney will have nominated staff who deal with information requests. Only requests from nominated staff using the RFI process will be considered.

Contacts as per the distribution lists.

Annex Two – Request for Information 2 (Template)

Requested by	Organisation and Department		
		Request number	
		Revision	
		Data requested	
		Date submitted to LLDC	
		Date required	
		Date of reply by LLDC	
		Date closed	
Request authorised by			
	LLDC	**Date approved**	
Details of information requested			
Reason for information request			
Response or comment from LLDC			

Annex Three – Checklist

Ref	Action	Date	Owner	Done	Comments
CL1	Update EMT member/ Director	**2022**	**BC (LLDC)**	**Yes**	

	- Describe scope and purpose - Raise costs - Identify budget				
CL2	Establish the scope with the business Determine potential sources of the data	2022	BC (LLDC)	Yes	
CL3	Run Treesize / APAS Reports - Total volume of data - Total number of APAS records - Data / File types	2022 / 2023	BC (LLDC) / Agile Applications Ltd	Yes	
CL4	Agree scope with business and receiving organization - Business user to update EMT member/ Director - Collate data to be transferred - Update the transfer plan - Clarify and agree costs - Raise change control - Agree transfer timescales	2022 / 2023	BC (LLDC) / FA & AA (LBH)	Yes & Ongoing	
CL5	Agree transfer timetable with LLDC, Agile Applications, LB Hackney and	2023	BC (LLDC) / Agile Applications Ltd / FA & AA (LBH)	Yes & Ongoing	

Annex Four – Technical Specification 1 (Planning Software & Systems)

Current IT Systems used by PPDT and LBH

Planning Authority	Current back office planning IT systems	Current license end date	Intention to extend or replace?	Comments
LLDC	APAS Planning Application Software – Agile Applications Ltd (Back Office)	Perpetual Licence – Renewed Yearly	Currently no intention to replace An upgrade to the current APAS system to a SaaS operating environment is planned for summer 2022	The APAS system (is a Hosted System) used to process / manage all planning application, pre-application and enforcement matters submitted to the LLDC. The system links externally to the Planning Portal to pull through submitted planning application data and documentation.
	Web APAS - Land and Property Administration – Agile Applications Ltd (Public Facing)	Included as part of the above package	An upgrade to the current Web APAS system is planned for summer 2022	Web APAS is a public facing system (available via our website) that links to our back office APAS system to display data and information to the general public.
	Query Builder – Agile Applications Ltd (Back Office)	Perpetual Licence – Renewed Yearly	Currently no intention to replace	Query Builder (QB) is a back-office system used for querying (and reporting on) planning, pre-application, enforcement, CIL & Section 106 data.
	ArcGIS – Esri (Back Office)	N/A – Access included as part of the GLA family.	N/A – No intention to move to a different platform	ArcGIS is not used directly for LLDC Planning related matters within PPDT. However various GIS data layers, provided by the GLA, plug into the GIS element of the APAS system to plot 'Red Line' data and for Consultation / Letter Generation.

| Planning Authority	Current back office planning IT systems	Current license end date	Intention to extend or replace?	Comments
	LLDC File Servers – Microsoft Environment	N/A	N/A	Various (duplicate and unique) Planning Authority Information is held in a variety of formats on the LLDC file servers.
LBH	Idox Cloud (Tascomi) – Planning Application, Appeal and Enforcement Software, Exacom for managing S106 agreements and CIL	Renewed Yearly	Currently no intention to replace	We use Idox Cloud (Tascomi) Software for Processing all Planning Applications, Pre-Applications, Appeals and Enforcement Complaints submitted to Hackney Council via the Planning Portal, by Post or Email. The system links externally to the Planning Portal to pull through submitted planning application data and documentation. We also had a system called M3 that hosted most of our historical data, unfortunately we lost access to this system through a cyberattack. Most of our historical data had been migrated to Idox Cloud, previously Tascomi, before the cyberattack.

Annex Five – Technical Specification 2 (Technical Environments & Data Breakdown)

Technical Environments –

LLDC

- The LLDC Network (PPDT) is a primarily Microsoft Environment and PPDT Network Data is predominantly held in a parent / child folder structure. Naming conventions within specific data areas are standard across folder / file types and where applicable are held at the top level by year - for example planning application data:
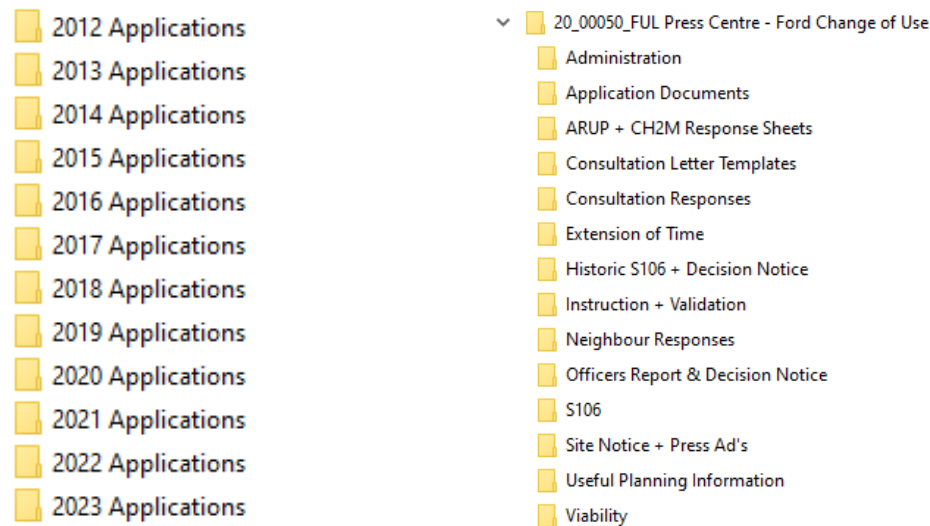
- The APAS system is a hosted solution on the Agile Applications Ltd servers. PPDT planning data held within the APAS system is held in a combination of SQL database tables and unstructured mass data storage (Blob).
- Documents and associated information uploaded to or generated by the APAS system is in the following formats:
    - o Microsoft Word
    - o Microsoft Excel
    - o Adobe PDF

LB Hackney

- LBH is Planning and Building Control ICT environment is Google Workspace: Gsuite.
- LBH planning data held within the Idox Cloud. This is a fully hosted solution. LBH has no onsite systems.
- LBH uses Idox Cloud DMS to hold planning documentation. This is a fully hosted solution. LBH has no onsite systems.
    - o   All artefacts for the Planning and Building Control are held in Idox Cloud.

Data Breakdown

- As of May 2023, there are approximately **800** closed planning application records within the APAS system that are within the boundary of LBH.
- The size of the APAS data is approximately **44GB**.
- Planning application data that lies within the QEOP LPA boundary, but on the boundary between LBH and (TBC), will be aligned with the division of S106 & CIL Data and determined on a case-by-case basis by PPDT & LBH.

Annex Six – Acronyms and Abbreviations

List of Acronyms & Abbreviations	
Acronym / Abbreviation	Full Description
Acolaid	Planning Application Software (Provided by IDOX Software Ltd)
APAS	Planning Application Software (Provided by Agile Applications Ltd)
BPA	British Paralympic Association
CIL	Community Infrastructure Levy
CMS	Communications, Marketing and Strategy (Directorate of the LLDC)
DLUHC (Formally) DCLG / MHCLG	Department for Levelling Up, Housing and Communities (Formally - Department for Communities & Local Government / Ministry of Housing, Communities & Local Government)
DSAR	Data Subject Access Request
DTP	Data Transfer Plan
EIR	Environmental Information Regulations
EMT	Executive Management Team (at the LLDC)
Exacom	CIL / S106 Recording & Tracking Software (Provided by Exacom)
GDPR	General Data Protection Regulation
FOI	Freedom of Information
GIS	Geographic Information System
GLA	Greater London Authority
GLL	Greenwich Leisure Limited
HMLR	Her Majesty's Land Registry
HWFI	Hackney Wick & Fish Island
LAC	London Aquatics Centre
LBH	London Borough of Hackney
LBN	London Borough of Newham

LBTH	London Borough of Tower Hamlets
LBWF	London Borough of Waltham Forest
LLDC	London Legacy Development Corporation
LPA	Local Planning Authority
LS185	Operator of the London Stadium
LTGDC	London Thames Gateway Development Corporation
LVRPA	Lee Valley Regional Park Authority
ODA	Olympic Delivery Authority
OPLC	Olympic Park Legacy Company
PDC	Planning Decisions Committee
POV	Park Operations & Venues
PPDT	Planning Policy & Decision Team
QEOP	Queen Elizabeth Olympic Park
Section 106 / S106 / S106 Obligations	A Legal Agreement between an Applicant seeking planning permission and the Local Planning Authority
SWF	Stratford Water Front
UCL	University College London
Uniform	Planning Application Software (Provided by IDOX Software Ltd)

Annex Eight – His Majesty's Land Registry Project

His Majesty's Land Registry is working in partnership with all local authorities in England and Wales to standardise and migrate local land charges register information to one accessible place.

Although PPDT do not maintain land charge data for properties within the QEOP boundary, it does notify the relevant Borough of the outcome of planning applications to which it is the determining authority. On receipt of the notification the Borough updates its internal land registry records and notifies HMLR.

PPDT will work with the LBH in preparing their data for migration to the new HMLR system, several discussions have already occurred, and relevant data identified.

Whilst the HMLR project is not part of the scope of DTP project (there are no data transfers involved), there are several areas in common to both projects (decisions data / spatial elements).

Any relevant information that arises from the HMLR project, as it pertains to the DTP project, will be added to this annex as the project progresses.

Annex Eight – Section 106 / Community Infrastructure Levy / Policy Data

PPDT holds data in relation to Section 106 Agreements, Community Infrastructure Levy Payments and general / specific policy areas.

This data is held within the PPDT folders of the O:Drive and consists of Word, Excel and PDF Documentation. There are also duplicate copies of S106 agreements held within the PPDT APAS system as part of the relevant associated planning application.

The data to be transferred is:

- Section 106 Agreements (Copies of S106 agreements held within the PPDT APAS system as part of associated planning applications).
- Community Infrastructure Levy (CIL) Data (Copies of CIL documentation held within the PPDT APAS system as part of associated planning applications).
- Section 106 Agreements (Obligation and Financial Tracking Information held on the LLDC File Server (O:Drive)).
- Community Infrastructure Levy (Liability and Financial Tracking Information held on the LLDC File Server (O:Drive)).
- Local Plan 2020 – 2036 Documentation & GIS Layers held on the LLDC File Server (O:Drive).
- Brownfield Land Registry Information held on the LLDC File Server (O:Drive).
- Housing & Development Monitoring Data (London Development Data (LDD), Starts and Completions
- Spatial (GIS) Data Layers (Boundary, Developments)

Although the S106, CIL and Policy Data Project is being overseen by the Policy Team within PPDT, there is crossover with the overall DTP Project. The project leads for both workstreams are liaising regularly in order to align agreed principles and the work being performed with regards common areas.

Relevant information that arises from these discussions / respective workstreams will be added to this annex as both projects progress.

A number of meetings of the Planning Policy Forum and individual borough meetings during 2022 and 2023 have helped to establish the following in respect of the transfer of CIL and S106 data, including CIL legal notices and grant funding agreements.

CIL monitoring data will be transferred as a csv file along with copies of PDF notices and associated documents. S106 obligations monitoring data will be provided as a csv file for financial obligations and for non-financial obligations separately for upload with summaries of obligations and identification of discharged and live obligations. There will also be APAS records for S106 obligations that have been submitted for discharge. Associated pdf documents will be provided in terms of S106 Agreements

Discussions on the csv files data structure have taken place and test data provided to each borough for confirmation on the appropriateness of structure for their own records within Exacom (all boroughs operate Exacom). Discussions are continuing in terms of the individual data structure for each.

Approach to how data is uploaded by boroughs will vary dependent on quantum of data and the current arrangements each has in place. For example, LB Tower Hamlets have an existing

contract in place with Obligations Office that could be utilised. LB Waltham Forest have limited amounts of data to receive and may simply need to rely on a manual upload/inputting.

Discussion on the transfer of grant funding agreements and monies is continuing, with an aim to maximise allocation and spend of monies prior to transition in order to simplify and reduce the amount and complexity of distribution of funds and remaining funding obligations and monitoring attached to grant funding agreements. Only a small number of cross-boundary cases exist and there will be further discussion on which borough would take responsibility for an outstanding funding agreements and monies associated with these to ensure arrangements are in place prior to the data and monies transfer dates identified in the transfer plans. It is anticipated that the remaining detail on these matters will crystallise through further discussion through the remainder of 2023.

Annex Nine – Planning Policy & Decision Team Emails

The LLDC operates within a Microsoft Office 365 environment and emails are managed in Outlook.

Each LLDC officer has a personal email account.

Within PPDT there are a number of generic email boxes. These include:

● Planning Enquiries - PlanningEnquiries@londonlegacy.co.uk
● Planning Committee - PlanningCommittee@londonlegacy.co.uk
● Planning Policy - PlanningPolicy@londonlegacy.co.uk
● cilands106 - cilands106@londonlegacy.co.uk

During the 10-year period in which the Legacy Corporation has been the Planning Authority approximately 50+ people have worked in the Directorate. In that period an estimated **51 million** emails have been sent and received.

The issues around emails are as follows:

● It would be labour intensive and costly to separate emails out in relation to specific Planning Applications, appeals and so on
● There would be data protection implications in that any personal data of staff would need to be removed. This again would be costly and labour intensive
● If emails were transferred, then LB Hackney would become responsible for any Subject Access Requests in relation to those emails as it would become the Data Controller
● LB Hackney would also become responsible for FOI requests in which those emails could be included
● LB Hackney would have to disclose those emails if requested by a court and this would mean that it would have legal obligations in respect to those emails
● While emails could have supplementary data relating to a planning application the substantive content and information about the planning application, determination process and decision is contained within the applicable planning record within the APAS Planning system, If there are any questions, then this data should be the primary source used for answers.
● The email by definition will be incomplete. It is not the whole picture and discussions which took place in email may have been refuted or challenged in reports, informal discussions and meetings

Annex Ten – Transition Workstreams

In addition to the Data Transfer Project there are a number of additional workstreams in relation to the overall PPDT Transition Project.

Details of these respective workstreams and project leads within PPDT, LLDC and the LBH are:

PPDT –

- Anthony Hollingsworth (Director of PPDT) – Legislation, TUPE, Directorate Closure
- Bradley Clauson (Senior Transition & Technical Manager) – Data (Electronic & Physical) Transfer
- Alex Savine (Head of Policy) – S106 / CIL / Policy Data and Finances
- Catherine Smyth (Head of Development Management) – Development Management Service
- Anne Ogundiya (Deputy Head of Development Management) – Development Management Service

LLDC –

- Ilana Manuel (Senior Programme Manager) – Transition Programme Manager
- Danny Budzak (Senior Information Manager) – Data (Electronic & Physical) Transfer

LB Hackney –

- Natalie Broughton (Head of Service) – Transition Lead
- Farhan Aleem - Planning Innovation & Customer Service Team – Data Transfer
- Sandy Baffoe Ampomah – Data Transfer
- Anna Anderson – ICT
- Graham Callam (Growth Team Manager) – CIL/S106 Growth
- Katie Glasgow (Strategic Policy manager) – Strategic Policy
- Robert Brew (Major Apps Team Leader) – DM Major Applications

Annex Eleven – Timetable

Activity	Date	Responsibility
Borough Discussions post Technical Meetings & Technical Report	**May / June 23**	**Boroughs**
Testing the Viability of Manually Uploading the Planning Application Data into Respective Borough Planning Systems	**May / June 23**	**Boroughs / LLDC**
Formal Decision by each Borough of the APAS Data Transfer Option	**June 23**	**Boroughs**
DTP's General Agreement / Approval / Sign-Off	**June 23**	**LLDC / Boroughs**
Submission of Business Cases (Costs / Finance Assistance)	**June / July 23**	**Boroughs**
Draft Project Programme (June 23 to Dec 24)	**June / July 23**	**LLDC**
Formalisation / Confirmation in the Statutory Instrument (SI) of the Data Transfer Processes & Data Transferring	**June / July 23**	**LLDC**
Preliminary Work on the Chosen Transfer Option	**July to Sept 23**	**LLDC / Agile**
LLDC to Identify and Confirm which APAS Data Relates to each Borough	**Oct 23**	**LLDC**
Analysis and Script Development	**Oct 23**	**Agile / LLDC**
Test Extraction – **TBC**	**Dec 23**	**Agile**
Closed / Historic APAS Data Transfer 1 (Bulk Extraction) - **TBC**	**Dec 23**	**Agile / Boroughs**
Review of the (Test / Bulk) Extract by each Borough / Idox - Mapping, Validation, Uploading, Etc. - **TBC**	**Jan 24**	**Boroughs / Idox**
Amendments and Fixes for the Delta Extraction - **TBC**	**Jan 24**	**Agile**
Statutory Transfer Scheme (STS) to Formally Detail Items Included in the Transfer	**Jan / Feb 24**	**LLDC**
Optional Additional Test Extraction	**TBC / If Required**	**Agile**

Optional Additional Review of the Test Extract by each Borough / Idox - Mapping, Validation, Uploading, Etc.	**TBC / If Required**	**Boroughs / Idox**
Amendments and Fixes for the Delta Extraction	**May / June 24**	**Agile**
Closed / Historic APAS Data Transfer 2 (Delta Extraction)	**July 24**	**Agile / Boroughs / Idox**
Review of the Delta Extract by each Borough / Idox - Mapping, Validation, Uploading, Etc.	**From 15th July 2024**	**Boroughs / Idox**
LLDC Network Data Transfer (Identified and Agreed DM & Policy Data) - **TBC**	**July 24**	**LLDC / Boroughs**
Active Data Transfer Processes Apply - **TBC**	**July to Nov 24**	**LLDC / Boroughs**
Bi-Weekly / Monthly LLDC Extracts / Reports of New and Closed Data - **TBC**	**July to Nov 24**	**LLDC / Boroughs**
Closeout & Legacy work on Connected IT Systems	**Oct / Dec 24**	**LLDC / Boroughs**
Residual Data Transfer 3 (Identified and Agreed DM & Policy LLDC Network Data)	**Nov / Dec 24**	**LLDC / Boroughs**
Borough Data Responsibilities Apply	**Dec 24**	**Boroughs**