

**LOCAL LAND CHARGES
BEST VALUE SUMMARY
FEBRUARY 2001**

1. INTRODUCTION – AIMS AND PURPOSES

The principal aim and purpose of the Local Land Charges Section is to maintain an accurate Local Land Charges Register and an index whereby all entries in that register can be readily traced thereby providing Solicitors and members of the public with an accurate Local Authority Search on their property within 10 working days.

Requests for Official Searches must be made on Forms LLC1 and CON.29.

2. RESOURCES

The Local Land Charges Section forms part of the Clerk and Solicitors Department and together with Legal Services, Valuation and Estates and the Administrative Division lies under the supervision of the Deputy Clerk and Solicitor.

The staff of the Local Land Charges Section now comprises a full time Land Charges Officer, a full time Deputy Land Charges Officer and two part time Land Charges Clerks i.e. 2.9 Full Time Equivalent.

Office space is 54 square metres.

Each member of the Section has their own personal computer with Windows 98 software and a Land Charges package supplied by Siemens Nixdorf. This is about to be replaced in the near future (i.e. end of February for installation and going live on 1 April) with a package written by Robert Greenly to co-ordinate with the Council's MapInfo GIS.

3. PERFORMANCE INDICATORS

The turnaround target for all Searches is 10 working days.

We also try to get at least 75% of Searches out within 5 working days.

From 1 April 2000 until 31 January 2001

88.02% went out within 5 working days

98.32% went out within 10 working days

The number of Searches received during this time was 3395.

Please see table overleaf for comparison with previous years.

	1996/1997	1997/1998	1998/1999	1999/2000
No of Staff				
i.e. Full Time Equivalent	3.41	3.47	3.34	3.14
No of Searches	4859	4821	4813	5205
Turnaround time % sent out within 5 days	70.46	92.69	88.33	78.82
% sent out within 10 days	98.83	99.31	98.70	96.23

The current basic fee for a Local Search for 2000/2001 is £108 of which £20.50 goes to Surrey County Council Highways Information and £30 to the Council's GIS project.

For 1999/2000 the fee was £105, £19.75 for Surrey County Council and £30 for GIS.

In 1998/1999 the fee was £103, £19 for Surrey County Council and £30 for GIS.

A Personal Search of the Register of Local Land Charges can also be made for a fee of £10.

4. TARGETS FOR 2000/2001

- (a) To analyse the data from the questionnaire sent out for consultation with the Solicitors submitting the Searches
- (b) To use the feedback from the questionnaires to identify areas for improvement and implement them.
- (c) To continue comparing statistics for turnaround time, fees, staff etc with the remainder of Surrey Local Land Charges every 6 months.
- (d) To implement a new Local Land Charges computer system before 1 April 2001.
- (e) To ensure target of 100% of Searches completed within 10 days is met and to reduce time if possible.
- (f) To devise and implement a training package for staff.
- (g) To identify further authorities to participate in benchmarking exercises.
- (h) To review the targets in a year's time.