

EMPTY HOMES STRATEGY ACTION PLAN

appendix 2

Objective 1: To reduce the number of empty homes across the borough								
Ref	Action	Outcome	Timescales		Performance Measure	Resource (include partners)	Business Risk	Accountable Officer
			Start	Finish				
	To complete the benchmark process review and to work towards top quartile performance.	Our processes have been compared with best in class.	March 06	July 06 / ongoing	Business Process Review completed. 2006/07 66 private sector vacant dwellings returned into occupation or demolished as a direct result of action by the authority 2007/08 100 dwellings 2008/09 140 dwellings	Within existing resources.	Poor performance and negative comments from the Audit Commission.	Alan Kirk / Theresa Kelly

Objective 2: To obtain clear and accurate information in empty homes in each area and to establish priorities.

Ref	Action	Outcome	Timescales		Performance Measure	Resource (include partners)	Business Risk	Accountable Officer
			Start	Finish				
	To analyse Council Tax data identifying the numbers of empty properties, length of vacancy, type of owner, location.	A clearer picture of empty homes in the borough.	May 06	July 06	Completion of task.	Within existing resources	Failure to complete analysis of CT data will result in an ineffective use of resources. Failure to accurately report BVPI 64	Alan Kirk / Andrew Leigh / Tom Day
	To explore with Council Tax supplying data on a more regular basis.	Records updated more regularly enabling contact to be made sooner with owners	June 06	June 06	Completion of task.	Within existing resources.	Failure to tackle empty homes quicker may lead to a deterioration in their condition.	Alan Kirk / Andrew Leigh

	To explore the use of mapping empty properties onto the GIS system	An ability to map potential hot spots and direct resources effectively	May 06	Oct 06	Completion of task	Within existing resources.	Failure to identify hot spots may lead to resources being used ineffectively.	Andrew Leigh
	To explore the use of working in partnership with others to identify potential empty properties.	A complete picture of empty homes within the borough	May 06	Oct 06	Completion of task.	Within existing resources.	Failure to collect complete picture of empty homes may lead to a mis-allocation of resources.	Alan Kirk

Objective 3: To enhance the process for managing the identification, assessment, prioritisation of empty homes and any enforcement action to be taken.

Ref	Action	Outcome	Timescales		Performance Measure	Resource (include partners)	Business Risk	Accountable Officer
			Start	Finish				
	To develop processes and service standards to manage the identification, assessment, prioritisation of empty homes and for	To have clear, transparent processes to enable empty properties to be effectively managed.	May 06	Sept 06	To have a process in place	Within existing resources.	Failure to have clear, transparent processes in place could lead to empty homes not being	Alan Kirk / Andrew Leigh

	enforcement action						identified / action not taken / inefficient use of resources.	
	To develop robust monitoring processes to enable our performance to be accurately monitored.	Robust monitoring processes established.	May 06	Sept 06	To have robust monitoring processes in place.	Within existing resources.	Failure to have robust monitoring processes in place could lead to inaccurate reporting for BVPI 64 .	Alan Kirk / Tom Day

Objective 4: To raise awareness of empty homes

Ref	Action	Outcome	Timescales		Performance Measure	Resource (include partners)	Business Risk	Accountable Officer
			Start	Finish				
	To produce information and literature on empty homes	Information is available on empty homes.	June 06	October 06	Information leaflet available	Within existing resources	Failure to raise awareness of empty homes may impact on success of the strategy.	Alan Kirk / Theresa Kelly / Marketing
	To continue promotion of empty homes through our housing internet site.	Information is available through our web site,	On-going	On-going	Up to date Information is available through our web site.	Within existing resources.	Failure to raise awareness of empty homes	Alan Kirk / Marketing

							impacts on success of the strategy.	
	To raise awareness amongst other directorates of empty homes through the Corporate Empty Homes Working Group.	Increased levels of awareness of empty homes and better joined up working across the Council.	June 06	May 07	Increased levels of awareness of empty homes. Better joined up working.	Within existing resources.	Other directorates are not aware of our empty homes strategy and empty homes aren't identified, or returned to use.	Alan Kirk

Objective 5: To promote the availability of help / assistance through an Empty Homes Information Pack

Ref	Action	Outcome	Timescales		Performance Measure	Resource (include partners)	Business Risk	Accountable Officer
			Start	Finish				
	To develop an Empty Homes Information Pack to promote the availability of help / assistance.	Raised awareness amongst owners and other partners of how the Council can assist them in brining empty properties back into use.	June 06	October 06	Empty Homes Information Pack produced.	Within existing resources.	Lack of awareness of help / assistance will reduce the effectiveness of the Empty Homes Strategy.	Alan Kirk / Theresa Kelly /Shelley Brooks