

## Empty Property Strategy 2007 – 2009 Action Plan

Objective	Priority	Work to be Done	Resources Required	Target Date	Indicator(s) of Outcome Achieved/Performance Measure
1. Nominated Lead Officer for Empty Homes	High	Recruit additional staff to Environmental Health group.	Additional staffing costs £19,000.	December 2006	Additional staff in place and Lead Officer nominated.
2. Information to be posted on Council website and published in the Forester magazine	High	Draft web page and links. Draft article for Forester magazine.	Time input from Principal Team Leader Environmental Protection, Residential Control Unit /IT staff.	December 2006 March 2007	Web pages accessible and article published.
3. Relevant non Environmental Health staff to report empty homes	High	All relevant staff to be informed of new Strategy and importance of reporting problem empty homes. Reporting arrangements to be clear.	Time input from Principal Team Leader, Environmental Protection, Residential Control Unit.	February 2007	All staff notified.
3. Finder's Fee Scheme	Medium	New procedures including validation of letting period, publicising scheme	£5,000 per annum starting 2006/07, time from Environmental Health group staff and Housing staff.	April 2007	Finder's Fee Scheme procedures in place and publicised.
4. GO-East funded initiative for renovation of substandard empty homes (in partnership with 4 other local authorities)	Medium / Long	Complete tendering for contractors to carry out renovation works, agree working arrangements with partners, agree leasing and nomination arrangements, select and renovate first properties.	Capital funding provided by successful bid to GO-East. Time input from Principal Team Leader and Residential Control Unit staff.	December 2007	First properties renovated and let to nominated tenants.
5 Council Tax reduction to 50% after 6 months empty, reduced to 0% after 12 months empty.	Medium	Alteration of procedures, publicity for changed arrangements, Council tax demands for revised amounts from April 2007.	Time input from Finance staff.	April 2007	New discount arrangements in place.

Objective	Priority	Work to be Done	Resources Required	Target Date	Indicator(s) of Outcome Achieved/Performance Measure
6. Empty Homes Grants	High	Introduce procedures and documentation to implement new grant. Publicise availability.	Time input from Principal Team Leader and Residential Control Unit.	April 2007	Grant procedures, documentation and leaflets introduced.
7. Increased enforcement options	High	Guidelines and procedures developed for additional enforcement options (part done)	Time input from Principal Team Leader.	April 2007	New guidance and procedures in place, staff able to use additional options in appropriate circumstances (part in place)