

Private Sector Empty Homes Strategy 2021-2026

Governance Procedure Note

The corporate strategic aims of the strategy, bringing empty homes into use, is reported through the DORIS reporting system. This is completed quarterly and records the number of empty homes brought into use in the specified Quarter and the cumulative total for the year.

These targets within the Empty Homes Strategy are aligned with the Strategic Housing Business Plan. The number of empty homes brought into use and, of these, the number by use of compulsory purchase powers are reported annually; at the end of each financial year.

Also, at the end of each financial year, further achievements of the Empty Homes Service are reported to the Housing Strategy Manager, for inclusion in the Strategic Housing annual HIT achievements report. In addition to the corporate targets this document highlights additional contributions made. As well as the number of empty homes brought into use, this document also reports the amount of empty homes loans funding committed, the amount of new homes bonus income gained or losses prevented and the amount of empty homes associated debt recovered during the financial year.

Records on the Empty Homes Database and Empty Homes Assistance Loan files and the CTB1 return, compiled by the Revenues and Benefits Manager, are used for the above returns.

The following Action Plan details the plan of work for the Empty Homes Team throughout the lifetime of the Strategy and forms the basis for continued service delivery and investigation of service improvements. This is reported to the Housing Renewal Review Group (Chaired by Head of Service for Strategic Housing) quarterly; where actions will be reviewed and amended by HRRG as necessary, and matters escalated from HRRG to Departmental Management Team and onto Cabinet Member where appropriate.

Action Plan

	Objective and Outcome	Target	Date	Lead Officer
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Raising Awareness and Collecting Information

1	Raise awareness of options to keep property in occupation for owners moving out for care reasons	Produce advice leaflet and distribute	31.03.2022	Empty Homes, Compulsory Purchase and Enforcement Manager
2	Contribute to empty homes debate on a national level	Attend and contribute to Empty Homes Network	Annually	Empty Homes, Compulsory Purchase and Enforcement Manager
3	Improve online advice and assistance	Review and update Empty Homes webpage and consider use of the Council's Facebook and Twitter feeds	31.03.2022	Empty Homes, Compulsory Purchase and Enforcement Manager

A Standardised Process that Recognises Individuals

4	Revise the process for communication and increase efficiency of case handling	Review template letters and facilitate system generation, with amendable options	31.12.2021	Empty Homes, Compulsory Purchase and Enforcement Manager
5	Strategically prioritise cases for compulsory purchase orders	Review open cases against the enforcement matrix annually	30.04.2021	Compulsory Purchase and Enforcement Officer

Improve and Expand Upon Assistance and Enforcement Options

6	Provide information about the help and reduced fees estate agents can offer owners referred by the empty homes service	Produce an information leaflet of help available	31.03.2022	Empty Homes, Compulsory Purchase and Enforcement Manager
7	Provide information about the help letting agents can offer owners referred by the empty homes service	Produce an information leaflet of help available	31.12.2022	Empty Homes, Compulsory Purchase and Enforcement Manager

8	Increase referrals to the Derby Homes Tenant Finder Service	Annual referrals made: 10 12 15 17 20	31.03.2022 31.03.2023 31.03.2024 31.03.2025 31.03.2026	Empty Homes Team
	Objective and Outcome	Target	Date	Lead Officer
9	Increase referrals for Private Sector leasing	Referrals made: 5 7 7 10 10	31.03.2022 31.03.2023 31.03.2024 31.03.2025 31.03.2026	Empty Homes Team
10	Review the process for the use of Empty Dwelling Management Orders	Review complete Process implemented	31.03.2023 31.03.2024	Empty Homes, Compulsory Purchase and Enforcement Manager

Funding and Income Generation

11	Investigate use of enforced sale process to help other teams recover relevant debts	Raise awareness with relevant teams	31.12.2023	Empty Homes, Compulsory Purchase and Enforcement Manager
12	Refer empty homes for affordable housing acquisition	Referrals made: 10 12 15 18 20	31.03.2022 31.03.2023 31.03.2024 31.03.2025 31.03.2026	Empty Homes and Acquisition Officer
13	Promote the Government's Green Homes Grant to empty home owners	Include information in standard letters	31.12.2021	Empty Homes Team
14	Investigate options for financial incentives to improve thermal efficiency above minimum standards	Scheme adopted alongside empty homes assistance loans	31.03.2022	Empty Homes, Compulsory Purchase and Enforcement Manager
15	Investigate options for application to the Affordable Homes Programme 2021-2026	Support Registered Provider bid to Homes England, if funding available	31.03.2023	Empty Homes, Compulsory Purchase and

				Enforcement Manager
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