

Wellbeing Panel Agenda

Members of the Panel

Cllr M L Murrell (Chairman)	Cllr S Lawn
Cllr S M Prutton (Vice Chairman)	Cllr J A Neesam
Cllr A D Crotch	Cllr C E Ryman-Tubb
Cllr R R Foulger	Cllr N C Shaw
Cllr N J Harpley	Cllr L A Starling

Potential substitutes:

Cllr A D Adams	Conservative substitutes (1 vacancy)
Cllr S C Gurney	
Cllr D King	
Cllr G F Peck	
Cllr S C Walker	
Cllr J M Ward	
Cllr C Karimi-Ghovanlou	Liberal Democrat substitutes
Cllr D M Thomas	
Cllr B Cook	Labour substitute

Date & Time:

Wednesday 12 May 2021 at 6pm

Place:

Council Chamber Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich

Contact:

Dawn Matthews tel (01603) 430404 Email: committee.services@broadland.gov.uk
Website: www.broadland.gov.uk

PUBLIC ATTENDANCE:

You may register to speak or observe this meeting by emailing committee.services@broadland.gov.uk no later than 5pm on Friday 7 May 2021. Please see further guidance on the options for public speaking at page 2 of the agenda. Places will be limited.

Large print version can be made available

If you have any special requirements in order to attend this meeting, please let us know in advance.

Guidance on Public Speaking

All public speakers are required to register a request to speak at public meetings by the date / time stipulated on the front of the agenda. Requests should be sent to:

committee.services@broadland.co.uk

Public speaking can take place:

- Through a written representation (which will be read out at the meeting)
- In person at the Council offices

Please note that, due to the current rules on social distancing, the Council cannot guarantee that you will be permitted to attend the meeting in person. No more than 20 people are permitted in the Council Chamber at any one time and the numbers of public speakers permitted in the room will vary for each meeting. Democratic Services will endeavour to ensure that public speaking places are allocated as fairly as possible and within the constraints of the places available.

All those attending the meeting in person must sign in on the QR code for the building and arrive/leave the venue promptly. The hand sanitiser provided should be used and social distancing must be observed at all times. Further guidance on what to do on arrival will follow once your public speaking registration has been accepted.

AGENDA

1. **To receive declarations of interest from members;**
(guidance and flow chart attached – page 4)
2. **To report apologies for absence and to identify substitute members;**
3. **To confirm the minutes of the meeting held 3 February 2021;**
(minutes attached – page 6)
4. **Matters arising from the minutes;**
5. **Empty Homes Enforcement Approach** – to consider options and make
recommendations to Cabinet (report attached – page 11)

DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

<p>Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.</p>
<p>Does the interest directly:</p> <ol style="list-style-type: none"> 1. affect yours, or your spouse / partner's financial position? 2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner? 3. Relate to a contract you, or your spouse / partner have with the Council 4. Affect land you or your spouse / partner own 5. Affect a company that you or your partner own, or have a shareholding in <p>If the answer is "yes" to any of the above, it is likely to be pecuniary.</p> <p>Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.</p>
<p>Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?</p> <p>If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but you should not partake in general discussion or vote.</p>
<p>Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.</p>
<p>Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.</p>

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST
INSTANCE**

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



WELLBEING PANEL

Minutes of a remote meeting of the Wellbeing Panel of Broadland District Council, held on Wednesday 3 February 2021 at 6pm.

Committee Members Present: Councillors: M Murrell (chairman), A Crotch, R Foulger, S Lawn, J Neesam, S Prutton, N Shaw, L Starling and F Whymark.

Officers in Attendance: The Director of People and Communities (J Sutterby), the Assistant Director of Individuals and Families (M Pursehouse), the Communities Senior Manager (K Gallagher), the Housing and Benefits Manager (R Dunsire) and the Committee Officers (DM and LA)

Colin Dutton and five members from the Youth Advisory Board (YAB) were also in attendance.

35 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

No declarations of interest were made.

36 MINUTES

The minutes of the Wellbeing Panel meeting held on 9 December 2020 were confirmed as a correct record.

37 YOUTH ADVISORY BOARD UPDATE

The Youth Advisory Board gave members an update on the work carried out in the Broadland community. The group emphasised the importance of giving young people a voice on issues alongside a chance to learn, grow and meet new people. Members were advised of the achievements of the group, including participation in the Norfolk Youth Against Bullying conference and, campaigning as part of Black History Month and Pride Month. The Panel was advised of the group's action plan for the upcoming year which included a focus on the wellbeing of the young people in the Broadland area. The group presented their *Recipe for Happiness*:

- Being creative
- Zoom meetings with Friends
- Spending time alone
- Spending time with our pets
- Cooking
- Listening and making music

The Chairman thanked the speakers and congratulated them on their informative presentation. He opened the meeting for discussion and comments from members.

A member asked how the group was coping with the COVID pandemic and the YAB explained that all meetings were being held on the Zoom platform to comply with Government Guidelines. It was noted at the time of the meeting, the group was holding two sessions each week but were looking forward to being able to meet in person once restrictions were lifted. A follow-up question was asked on how other young people could get involved with the group. Members were advised that all young people were welcome to join at any time and there was no formal commitment when attending YAB meetings.

The Portfolio Holder for Housing and Wellbeing spoke of the importance of hearing from the young people of Broadland and asked what the Council could do to support the group with its aims for 2021. In response, it was suggested that a way forward could include an opening of dialogue between Councillors and the group outside of the meetings where discussion could take place on key topic areas.

In response to further questions on how young people could engage with the group and with organisations such as parish councils, it was noted that access points consisted of local magazines and through the youth worker assigned to the group. Members were keen to encourage opportunities for participation in the work of the group and suggested further advertisements in schools and parish newsletters could be an option.

In response to the discussion, the Assistant Director for Individuals and Families commented that often the young person's voice was overlooked and, moving forward, the Council would need to champion these voices within the early stages of discussions. The Director of People and Communities agreed and stated there were several areas where this could be incorporated. It was noted that a starting point could be around the revision of the Health and Wellbeing Strategy and work around the current COVID pandemic.

The chairman thanked the Youth Advisory Board for their attendance and looked forward to working with them in the future. Members congratulated them on their contribution to the meeting which had been very professional and useful.

38 FUTURE POLICY DISCUSSION FOR COVID RECOVERY

Officers delivered the update on the work undertaken to support residents during the pandemic through a presentation attached at appendix one to the signed copy of these minutes. Members noted that the Council had been working closely with partners on a range of issues around the impact of COVID on residents. With regard to the topics covered in the presentation, members were asked to identify areas where policies could be developed and explored further in the future. Throughout the presentation, members were given the opportunity to comment and discuss the different areas.

Communities and Help Hub

In response to the Communities and Help Hub section, a member was pleased to hear the vaccine programme was going well but stressed the need for people who were offered the vaccine to take it up. The Senior Communities Manager assured members that the Council was working with several partners to support the vaccine rollout, including help with transport.

A member raised concern about social isolation, stating there had been a loss of some community resources as a result of COVID. Speaking about a project in her Ward, the member explained that, in the current climate, it was becoming harder for volunteers to keep the community group going and wondered if there was anything the Council could offer to support these groups. Officers were concerned to hear of the potential loss of community groups and encouraged any group facing difficulties to contact the Council for help.

Several Members raised concerns over the statistics regarding social prescribing. Officers explained when social prescribing had originally been commissioned, it was on a countywide basis involving different partnership arrangements. As a result, individual areas had different social prescribing contracts. The Broadland area was covered by a consortium of voluntary partners which also enveloped Norwich. It was noted that a lot of the work tended to focus on the city without the same emphasis in the more rural Broadland area. Members were informed of the key differences in the approaches to social prescribing which included areas where Social Prescribers were embedded in the GP Surgeries, allowing engagement with people on a first-hand basis. Officers were hopeful as time progressed that social prescribing would develop in the area with better engagement with GP Surgeries and the Voluntary Sector Partners to achieve this.

The Director for People and Communities acknowledged the importance of having a strong social prescribing structure in place, and the long term benefits it would achieve. Members were informed that a business case was being developed by officers, to demonstrate that investment in a service such

as social prescribing, would see a benefit by reducing demand on the Housing and Benefits statutory functions. A member asked if this issue could be brought back to the Panel as soon as possible to review and discuss further and it was agreed that this would be revisited later in the meeting as part of the forward work plan.

Housing and Benefits

The Housing and Benefits Manager presented this section and updated members on the following work: Test and Trace £500 isolation payments, COVID-19 Hardship Fund, the new Housing telephone system, the £250 heating payments and the temporary accommodation figures.

The Chairman opened the discussion by commenting on the importance of the Test and Trace isolation payments in providing essential support for residents. The presenting officer confirmed the payments were being processed within a three-day turnaround.

During the discussion, members thanked officers and their teams for all the work they had undertaken. The Housing and Benefits Manager added that recognition needed to be given to the staff who had been redeployed from other areas of the Council and had helped the team meet its targets.

Housing Standards

The Assistant Director for Individuals and Families gave members an update on Housing Standards. In the main, officers had been able to continue to access residents' houses and implement work associated with Disabled Facility Grants in the current lockdown unlike the previous lockdown, with unspent funds being carried forward. It was also noted that the Council had received additional funding to help with a range of adaptations to keep people in their homes. Officers also explained that new options had become available where the money could be spent; this included Mental Health and Care Support grants.

The Portfolio Holder for Housing and Wellbeing emphasised the value of Disabled Facility Grants in allowing residents to access help at an early stage, and helping to avoid calls on other services at a later date.

Potential areas to explore and the Forward Work Plan

Members' attention was drawn to the areas which officers had identified to explore. These included: mental wellbeing, housing, employment, domestic abuse, community development, loneliness and isolation, hospital discharge and admission avoidance and home adaption. Members were asked to comment and suggest changes to these areas alongside the forward work programme.

In relation to the earlier concerns around social prescribing, officers confirmed the item would be added to the work programme with a report coming back to the Panel as soon as possible.

In supporting the key areas to explore, the Chairman made reference to the impact of Covid on employment and skills and that this was an area for further investigation. Members were advised that this was currently part of the Delivery Plan, but officers would look to bring this forward in light of the current pandemic.

The discussion turned to the review of the Health and Wellbeing Strategy scheduled for Q4 21/22 and whether this could be brought forward. It was noted that the strategy linked with several other items listed on the work programme. The framework for the Strategy was already in place and whilst items could be brought forward for review, a big part of the review would include consideration of people's long-term wellbeing resulting from the current pandemic as well as short-term implications.

The Chairman acknowledged the future involvement of the YAB when shaping and discussing policies, highlighting that there was a need to gather different viewpoints on the topics in the work programme.

The Chairman thanked officers and members for their participation in the meeting and it was

RESOLVED

To note the information presented and that the discussion outlined above be used to help inform future Policy Development.

(The meeting concluded at 8pm)

Chairman

EMPTY HOMES ENFORCEMENT APPROACH

Report Author(s): Victoria Parsons
Policy and Partnerships Officer
01603 430457
victoria.parsons@broadland.gov.uk

Portfolio: Housing and Wellbeing

Ward(s) Affected: All

Purpose of the Report:

To outline options for our position and prioritisation in relation to discretionary enforcement activity for Empty Homes within the Housing Standards team. This includes a proposed direction for Panel to consider and recommend to Cabinet. This will inform a draft Empty Homes and Houses in Multiple Occupation Discretionary Activity and Enforcement Policy to be presented to Cabinet for approval.

Recommendations:

1. Panel to note the options contained within the report
2. Panel to endorse and recommend to Cabinet adoption of the suggested resource and activity model for the Council's approach to discretionary enforcement activity in relation to empty homes to inform a draft Empty Homes and Houses in Multiple Occupation Discretionary Activity and Enforcement Policy.
3. Panel to endorse and recommend to Cabinet proposal that Delegated Authority is approved for the Assistant Director for Individuals and Families in consultation with the Portfolio Holder for Housing and Wellbeing to authorise costs for Compulsory Purchase Order(CPO) and Empty Dwelling Management Orders(EDMO) where assessment indicates, for:

- Commencement of a CPO process, including a voluntary offer of purchase for properties valued up to £350,000
 - A total capital budget of up to £25,000 per property to bring back into use (a maximum of £50,000 per year for the Council).
4. Panel to endorse and recommend to Cabinet proposal that where assessment indicates that:
- Evaluation of property price exceeds £350,000 and/or
 - Capital budget to bring a property back into use exceeds £25,000

Delegated Authority is approved for the Assistant Director for Individuals and Families in consultation with the Portfolio Holder for Housing and Wellbeing and the Portfolio Holder for Finance to assess and authorise a Compulsory Purchase Order or Empty Dwelling Management Order process.

1 SUMMARY

- 1.1 The Council's Environmental Strategy 2020-2025 sets out a clear five year vision to create the best place for everyone now and for future generations, with a key priority to protect our natural and built environment, such as open spaces, parks, homes and places of work and leisure, while maximising quality of life. One of the approaches to achieving this is through making sure our green spaces, streets and public places are clean, safe and attractive.
- 1.2 In addition, one of the Councils key functions is to ensure the quality of life of residents. This work is delegated across the Councils' various functions which includes, housing, planning, community services and environmental protection. Within the housing standards enforcement remit sits specific requirements around Houses in Multiple Occupation (HMOs) Empty Homes, Gypsy and Travellers and ensuring safe living conditions in the rental sector. The remits feed into, and works closely with, the wider enforcement functions of the Council.
- 1.3 The Council's enforcement policy to date has been one of education first, using enforcement powers when required. Enforcement activity can be split broadly into two areas, actions where the council has a statutory duty under legislation, and actions where we have a discretionary power. This report renews our approach of, when appropriate we should use support and incentives to encourage compliance, but also to have the resources and skills in place to be able to take a more muscular approach to enforcement when we see non-compliance, particularly when vulnerable people are affected or it has a high community impact.
- 1.4 The Council's Housing Standards Enforcement Policy for **statutory** enforcement was agreed in November 2020. However, the Council also has a number of

discretionary activities and powers that can be drawn upon through the housing standards team in relation to empty homes as a means to improve living conditions and bring homes back into use.

- 1.5 To complement the Housing Standards Enforcement Policy, an Empty Homes and Houses in Multiple Occupation Discretionary Activity and Enforcement Policy is to be drafted to be presented to Cabinet in June. The approach will be aimed at being clear and transparent to residents about the action we can take, and when we will take these actions, but also give confidence to our communities that the Council will take action to enforce when required. In addition it will provide clarity and alignment in the direction of the one Housing Standards team while forming part of a wider policy structure and service offer to support residents including those who are vulnerable This is in addition to being part of a wider council response to maintain and improve our environment.
- 1.6 To inform the above policy, this report asks members to consider the proposed model for discretionary enforcement activity specifically in relation to Empty Homes. It also seeks direction on the Council's approach to funding the cost of specific empty homes enforcement activity through the Compulsory Purchase Order (CPO) and Empty Dwelling Management Order (EDMO) procedures. Without commitment to funding these costs, a CPO or EDMO would not be able to progress.

2 BACKGROUND

- 2.1 Council Tax base statistics published by the Ministry for Housing, Communities and Local Government (MHCLG) in November 2020 state there are a reported 268,385 long term empty properties in England. That is properties that have been empty for more than six months and equates to around 1% of dwellings in England.
- 2.2 Homes can be empty for a variety of reasons including:
 - Financially prohibitive for owners to undertake repairs or property upkeep
 - Poor marketing or pricing of the property on the market
 - Difficulty identifying owners of property, for example tracking down heirs to a property or owner disputes.
 - Planning restrictions
 - Owners unwilling to sell, let or inhabit the property
- 2.3 For example, properties in Probate can add to numbers of empty homes and there are council tax exemptions and discounts that can be applied following the death of the owner. Due to the circumstances, a sensitive approach is recommended from the perspective of enforcement. However formal approaches can be taken, for example, if the property has been empty for some time and probate has not yet

been granted or if following a long period of probate the property is still not either sold, transferred or occupied.

- 2.4 An empty home can have a negative impact on the property, the local community and, in some cases, the wellbeing of the owner. Empty homes can also raise multiple concerns for communities, including anti-social behaviour, nuisance, and unauthorised entry and for some adjoining properties, structural or disrepair issues. In this regard, bringing an empty home back into use can benefit everyone, owners can be better off financially as well as giving someone a much-needed new home. This also contributes to sustaining the local economy and local services while improving the outlook of the local community.
- 2.5 In addition, the New Homes Bonus rewards local authorities for net additional homes added to the Council Tax Base. The Bonus also applies in respect of long-term empty properties brought back into use. This feature of the bonus was to strengthen the incentive for local authorities to identify empty properties and work with property owners to find innovative solutions that allow these properties to be brought back into use. However, the Government is currently consulting on the future of the Bonus from 2022/23 onwards. This includes a consideration for whether empty homes brought back into use should be part of the formula for determining the amount of Bonus awarded.
- 2.6 In terms of tackling empty homes, the Council has a series of powers it can call upon in order to take action against empty properties in their area under a comprehensive set of legislation. The two main legislative tools the Council can apply in order to enforce empty properties being brought back into use are the Compulsory Purchase Order (CPO) under the Housing Act 2004 and/or Town & Country Planning Act 1990 and the Empty Dwelling Management Order (EDMO) under the Housing Act 2004.

Compulsory Purchase Orders

- 2.7 As mentioned above a CPO is detailed in the Housing Act 2004 and/or Town & Country Planning Act 1990. The Planning legislation legitimises the process where the empty property is detrimental to the local environment. To use the housing legislation option, a demonstration of housing need is required. The use of both acts therefore, requires considerable back up work and analysis prior to the initiation of legal procedures. A CPO allows local authorities to acquire a property compulsorily which they can then place straight on to the open market, re-develop or restore for sale or alternative use. Although CPO's allow councils to take control of a property, to make necessary repairs and to ensure it would eventually provide a home or homes, they involve lengthy procedures, requiring a significant amount of officer time to engage with the owners and develop the evidence needed throughout the application.
- 2.8 Since 2016, following refusal of a CPO application by the Secretary of State, a change in best practice guidance recommends that for a local authority to

demonstrate the CPO is a last resort action, they should make at least one offer of voluntary purchase to the owner. This must be prior to any commencement of the CPO process and the offer must be for a fair and reasonable purchase price. If the owner accepts, the local authority will again need to agree appropriate compensation with the owner as per 2.9 below, although further CPO action is averted. The local authority would then own the property outright as an asset and can choose to keep or resell. If the owner declines the offer, this then forms part of the evidence base for formal CPO action.

- 2.9 If a formal CPO action is approved by the Secretary of State, on completion of 'purchase' under a CPO, the Council is required under the legislation to pay the owner compensation to ensure they are 'brought back into an equivalent position'. This is in the form an independently valued market rate for the property, usually the actual price achieved for the property from its sale once in the ownership of the Council. In addition to this there can be further financial considerations in the form of:
- Compensation to the owner for their legal fees and other costs
 - Reimbursement of surveyor's and the Council's legal fees including stamp duty and solicitors costs is required.
 - Potential costs for repairs and bringing the property up to a useable or saleable standard
 - Marketing the property.
- 2.10 These considerations pose a financial risk to the Council which can be up to an estimated £25,000 and means that there is usually a cost to the Council that is non-recoverable. However, the Council may keep the money gained through the sale of a property if no compensation claim is received within seven years of the CPO.
- 2.11 It should also be noted that with a CPO there is a risk of an Upper Tier Tribunal regarding a compensation claim which could pose a very large financial risk if costs are awarded against the local authority. It constitutes best practice that every effort is made to ensure the claimant has every opportunity to seek a fair compensation in order to avoid this.
- 2.12 Table 1 below provides an example of CPO costs based on a sample of cases by a local authority. Costs to bring the property to sale include, any clearance, repairs and energy performance works and costs to secure the property. It also includes sale costs of stamp duty, marketing and surveyors fees in addition to costs of issuing the notices. As each case is highly individual, complex and lengthy it is difficult to provide an exact overview of predicted costs at the outset of a CPO process

Example CPO Procedure – property valued at £250,000				
Compensation Costs to be paid to the owner	Costs to bring property to sale est.	Management Costs i.e. Council Tax	Property value at sale	Case Load and Length
£250,000 Other costs for compensation £4,500	£25,000	£2,000	£250,000	10 years+ Approx. 3 months officer time

Table 1: Example of costs/time associated with CPO procedure.

Empty Dwelling Management Orders (EDMO)

- 2.13 An EDMO allows local authorities to take over the management of unoccupied properties and use them as part of a housing offer, such as the provision of accommodation for those on the housing list. There are exemptions to which properties can have an EDMO applied and there is a staged process. An EDMO is a temporary arrangement for a Council which would require us to manage the property on the owner's behalf but does not provide a long-term solution to the problem.
- 2.14 An application for an Interim EDMO is the first stage and lasts for 12 months. During this time the property can be let and have repairs made to it organised by the local authority only if the owner provides consent. If consent is withheld, the local authority can make a further application for a final EDMO which can be in place for up to seven years.
- 2.15 Local Authorities can choose to apply a further final EDMO at the end of the seven years if they feel there is a strong case the property will fall empty again. Conversely, Councils are also bound to consider periodically during the life of an EDMO the effect of the EDMO and the necessity to continue with it. An owner can request revocation at any point of the EDMO, this is initially with the local authority and if refused, through an appeals tribunal. Consideration would also need to be given to any tenants of the property during this process.
- 2.16 The local authority can recoup any costs such as those outlaid in bringing the property to a decent standard or ongoing management costs through rental income received or a charge against the property. However, any money left over after deductions for expenditure must be paid to the owner. In addition, the Council can choose whether to manage the property themselves or seek an external management agency.
- 2.17 Table 2 below provides a sample of costs to the local authority associated with an EDMO procedure.

Example EDMO Procedure				
Costs to bring property to decent standard	Management Costs	Legal Costs	Rental income during EDMO period	Case Load and Length
Approx. £27,000	£1500	£1500 court costs awarded to the local authority	£29,000	10 years+ Approx. 7-9 months officer time

Table 2: Example of costs/time associated with EDMO procedure

- 2.18 In some instances, where informal engagement with owners has failed, the Council can raise the potential of formal enforcement action which can be an incentive to commence or re-establish contact by the owner. In practical terms however, CPOs and EDMOs can be complex, costly and lengthy and extremely resource intensive procedures with no guarantee they will be approved. To this end CPOs and EDMOs should only be used as a very last resort where all steps and options to engage with owners and bring the property back into use have been exhausted. Appendix A provides an overview of EDMO and CPO considerations.
- 2.19 As has also been noted above, particularly where there is complexity, working in partnership with other council departments and organisations is vital to, and can help to identify alternative regulatory options to tackling these issues. For example, the use of Community Protection Notices (CPNs) under the Anti-Social Behaviour, Crime and Policing Act 2014 can be an effective response where it can be argued that a person's conduct is continuing to unacceptably affect victims and the community. However, it should be noted that a CPN cannot enforce an owner to bring a property back into use.

3 CURRENT POSITION/FINDINGS

- 3.1 Data gathered by MHCLG as informed by the Council Tax Base shows that Broadland District Council has one of the lowest rates of empty homes in actual terms and as a percentage of overall dwellings in the county. The rate is also below the England average.
- 3.2 The figures below are based on a snapshot of a particular day of properties that have been empty for more than six months and excludes those that are empty due to flooding. The total number of empty homes will vary from day to day as properties become empty and others move back into use.

Area	Empty Homes 2019	Empty Homes 2020	No of dwellings (as at 2020)	% change*	Empty properties (2020) as % of dwellings*
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Breckland	481	609	62357	27	1
Broadland	347	380	59178	10	0.6
GYBC	586	712	48381	22	1.5
KLWN	966	979	74157	1	1.3
Norwich	560	779	67745	39	1.1
NNDC	572	554	55390	3	1
South Norfolk	285	310	63420	9	0.5
Norfolk	3797	4323	430628	14	1
England		268385	24800000		1

*Figures rounded

Table 3: Empty Homes by Norfolk Local Authority Area. Source: Action on Empty Homes from MHCLG data November 2020

- 3.3 However, between 2019 and 2020 the numbers of empty homes have increased. This may be due to increased identification of properties following the introduction of the council tax premium applicable to long term empty properties. There may also be impacts as a result of the pandemic restricting opportunities for officers to undertake property visits and a slow turnover in the housing market during the initial lockdown period.
- 3.4 In terms of approach, prior to July 2019 the Council undertook a comprehensive, proactive and supportive procedure to work closely with owners to overcome barriers and to enable an empty property to be brought back into use. This included:
- A monthly list of properties that have been empty for longer than six months from Council Tax
 - A letter timetable with letters being sent from Housing Standards at intervals of six months, 12 months, two years and three years of the property being empty.
 - Letters offered advice, information and support.
 - An investigatory process for properties empty for longer than two years, or where the conditions were such a quicker response was required.
 - This included the potential to commence a CPO or EDMO procedure.
- 3.5 This process was resourced through 0.5 fte of a Community Enforcement Officer and was supported by 0.2fte of a Housing Technical Advisor. Following a resignation within the Housing Technical Advisor team and the work to implement the One Team structure at the time, the proactive model was amended to a reactive approach until agreement on the direction of discretionary enforcement activity is reached.
- 3.6 This approach is also responsive to reports of empty properties made by the public or other departments/organisations. When this occurs, engagement is sought with the owner and advice and support is offered. A check is also made to ensure the property is on the correct council tax banding. Formal enforcement activity could

be considered for very long-term empty properties or where conditions require a quicker response.

3.7 The Council also has a financial assistance offer comprising:

- Provision of a letter for properties empty for longer than 2 years to allow building works to take place at a reduced VAT rate of 5%
- An interest free loan of £4,000 for renovation of empty properties, a further £1,000 can be made available for insulation of solid external walls only. Loans are placed as a land charge against the property and are repayable upon sale.
- A loan of up to £3,000 per converted unit can be made available to owners to help in the conversion of single to multiple dwellings.
- £8,000 for properties where owners are having difficulties completing renovation projects. Properties must have been empty for longer than two years and the loan must be repayable within 12 months and placed as a charge against the property as a land charge
- A non-secured loan of £1,000 for general maintenance, decorating and gardening work, to help the sale process for properties that have been marketed for longer than 6 months. Once the property is sold or taken off the market the loan shall be repaid. For this loan an equitable charge will be placed on the property at the land registry.

3.8 Take up of these financial assistance offers is quite low with only 1-2 applications completed each year. However this is reflected in other best practice areas and highlights the individualised and complex nature of empty homes cases.

3.9 Following the changes to best practice guidance, we need to redefine our position on the pursuit of a CPO or EDMO, particularly around commitment to meeting the costs to the Council in terms of property purchase, repairs or maintenance. This can be problematic when preparing a case for a CPO or EDMO application if work commences but is unable to progress.

3.10 In terms of measuring the impact of discretionary activity in relation to bringing empty properties back into use, successful outcomes from a CPO or EDMO provide an obvious indicator. In addition, statement of intention to commence a formal procedure may highlight some measure of success if the property subsequently comes back into use. However, where the majority of cases would consist of a support, advice and guidance offer, it would be difficult to determine where any properties brought back into use were the result of officer intervention or would have come back into use naturally.

Council Tax Premium for Empty Properties

3.11 In April 2019, changes were made to council tax charges as a result of legislation through the Local Government Finance Act 1992 amended by the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings Act) 2018. This gave discretion to local authorities to place additional charges on long-term empty

properties in order to incentivise owners to bring very long-term empty properties back into use. The additional charges adopted by the Council are the maximum amounts allowable and the dates of implementation are given below.

Time property has been empty	Additional charge from April 2019	Additional charge from April 2020	Additional charge from April 2021
Empty between two and five years	100%	100%	100%
Empty between five and ten years	100%	200%	200%
Empty over ten years	100%	200%	300%

Table 4: Scale of additional council tax charges for long term empty properties

- 3.12 As of March 2021, 94 properties in Broadland are subject to the additional premium having been empty for longer than two years. Of these 26 have been empty for longer than five years and 11 have been empty for longer than ten years. At present it is too early to know if the additional charges are having an impact in reducing the number of empty properties

Best Practice Examples

- 3.13 In terms of best practice examples, Chichester District Council has one of the lowest rates of empty homes as a percentage of dwellings in the country at 0.2%. They have also reduced the numbers of empty homes in their district by 42% between 2019 and 2020. To achieve this they have been undertaking a review of empty homes in the district, writing to owners and asking them to respond to an online request for information. They provide detailed leaflets on their website and can offer a grant of up to £10,000 over a five-year period to bring a property up to accreditation standards with the property being let through their Homefinder scheme for a minimum of five years.
- 3.14 Wyre Council have a rate of 0.18% as a ratio of empty properties compared to overall dwellings. They keep an ongoing list of empty properties and use a scoring process which takes into account matters such as length of time they have been empty, state of repair, maintenance of gardens, impact on the neighbourhood etc. to identify where further action needs to be taken. They also signpost owners to external sources of grant funding. As with Chichester, funding is caveated on the property being able to let through a specific service.
- 3.15 Locally, Breckland Council launched the Restore Grant in 2019. Providing up to £10,000 to help with the cost of bringing a long-term empty property back into use. The grant can also be used in conjunction with other funding, where applicable and owners agree as a funding condition to let the property for a minimum of 24 months to a household on their housing waiting list.
- 3.16 The examples above are similar to the work previously undertaken by the Council showing that what seems to work best is a service that comprises information,

support and guidance for the owner, an offer of incentives to bring the property back into use and for extreme cases a move towards formal action using powers available to the authority.

4 PROPOSED ACTION

- 4.1 Under the One Team, the Housing Standards team consists of just over 3fte Community Enforcement Officers (CEO) and 2.6 fte Housing Technical Officers (HTO). Administrative and technical support is provided by 2.4fte Housing Technical Advisors. There is also 1fte HTO vacancy following resignation. Analysis has been made of the resource requirement to undertake statutory duties by the CEOs and HTOs such as the Disabled Facilities Grant (DFG), Disrepair, HMOs, Caravan Sites and Gypsy and Travellers to provide an effective response.
- 4.2 From this, capacity of 34 hours or 0.9 fte to focus on discretionary activity has been identified. It should be noted that officers are currently using this time to respond to immediate demand, however, this is an unclear and fragmented approach and not sustainable in the long-term. Adoption of an Empty Homes and Houses in Multiple Occupation Discretionary Activity and Enforcement Policy with clearly defined models for activity will help to provide direction.
- 4.3 Activity models have been created providing three levels of enforcement activity for empty homes. The models vary in scale from a fully proactive process to a reactive/statutory duty process and provide an overview of the type of activity that will take place in each level and the staffing required to enable that activity. Outlines of the different levels are detailed in Appendix B.
- 4.4 It is suggested that the Empty Homes Reactive Service and Enforcement model would provide the most advantageous approach as it would respond to reports of empty homes, supplemented by an online offer to report and high-level assess empty properties with a clear criteria for action and staff resource to undertake formal action for prioritised cases.
- 4.5 As the mid-point model, it still provides a comprehensive approach to Empty Homes outside of the intensive and time consuming 'Proactive+' model. It also allows us to bring in some new thinking in terms of our approach. For example, updating the online reporting form can help to undertake a high-level assessment of the property and the likely involvement of the officers. A diagnostic tool would provide some feedback on the steps officers are likely to take and this could be provided to the person making the report at the time to provide some clarity and transparency.
- 4.6 As stated in the best practice examples above, a financial assistance offer to the owner can provide a good incentive to bring an empty property back into use. It is proposed that the Council continues with the current offers as stated in 3.7 with refreshed marketing for the schemes to expand uptake.

- 4.7 The Council could also explore the potential to offer the owner a place on the Council's Private Sector Leasing Scheme as part of the housing offer. Conditions would need to be met, such as if the property is assessed as being in a good location, sufficient size and close to amenities in addition to requirements on rent levels set at Local Housing Allowance rates so as to be affordable and for length of time for the property to be made available to the council.
- 4.8 The model provides clarity on what kind of action may be taken and places emphasis on approach to initially engage and educate the owner, offering advice and support. It also allows for the commencement of up to four (two for BDC and two for SNC) formal enforcement procedures per year, this further reflects the council's commitment to an initially supportive, but muscular if no improvement, approach. This approach recognises that these can be very long and complex processes and also seeks to minimise any significant costs to taxpayers.
- 4.9 The enforcement procedure will be for high risk empty properties, using a robust Criteria for Action assessment that will give particular consideration to properties that have been empty for more than 5 years. It will also assess and score on property details, location, community impact and engagement with the owner. The final score will determine if a CPO or EDMO is an appropriate action to take. Where the Criteria for Action assessment provides an overall score of more than 700, this will indicate the threshold has been met for a CPO or EDMO process, scores below 700 will not be considered for enforcement. The template for the Criteria for Action assessment can be found at Appendix C.
- 4.10 Where the threshold has been met for a CPO or EDMO process, it is proposed that approval is given for a further Financial Assessment to be completed by the Community Enforcement Officer. For an EDMO this will determine that the Council can reasonably recoup any initial costs to bring the property to a useable standard and ongoing management costs.
- 4.11 For a CPO, the financial assessment will concentrate on an evaluation of property value, in addition to allowing for indicative costs to bring the property back into use and additional compensation to be negotiated with the owner. The financial assessment will need to demonstrate that it is unlikely that there would be any significant cost to taxpayers from pursuing a CPO and/or making a voluntary offer of purchase as part of a CPO process. For example, demonstrating that the Council would be able to recoup the vast majority of the compensation costs either from an onward sale, or from ongoing rental income.
- 4.12 The offer price of the property will be based on a surveyor's assessment based on providing a realistic quick sale price for the property. We will offer a price based on this assessment to reduce the potential cost to the Council. Whilst there will always be risk to purchasing a property, this will reduce the likely impact on the Council budget.

- 4.13 Additional expenditure to be assessed will include all indicative costs to bring a property back into use. For an EDMO procedure, consideration will need to be given to the potential for the Council to recoup these costs through rental income. However in relation to a CPO, these costs are likely to be unrecoverable and will need to be met from budget.
- 4.14 Where more than 4 properties reach the 700 threshold, prioritisation will take place, taking into account the length of time empty, community impact and the highest scoring properties above the 700 points mark in consultation with the Assistant Director Individuals and Families and the Portfolio Holder for Housing and Wellbeing
- 4.15 It is further proposed that Delegated Authority is approved for the Assistant Director Individuals and Families in consultation with the Portfolio Holder for Housing and Wellbeing to authorise commencement of a CPO or EDMO procedure following consideration of the Criteria for Action and Financial Assessment where assessment indicates, for:
- Commencement of a CPO process, including a voluntary offer of purchase for properties valued up to £350,000
 - A total capital budget of up to £25,000 per property to bring back into use (a maximum of £50,000 per year for the Council).
- 4.16 In addition, it is further proposed that where assessment indicates that:
- Evaluation of property price exceeds £350,000 and/or
 - Capital budget to bring a property back into use exceeds £25,000

Delegated Authority is approved for the Assistant Director for Individuals and Families in consultation with the Portfolio Holder for Housing and Wellbeing and the Portfolio Holder for Finance to assess and authorise a Compulsory Purchase Order or Empty Dwelling Management Order process.

- 4.16 Adopting this approach will provide clarity on the Council's commitment to tackling empty homes to officers and our residents and the process in which we will do it. It also ensures a clear accountability framework when commencing a CPO or EDMO and evidences that this formal enforcement is undertaken as a last resort.

5 OTHER OPTIONS

- 5.1 Panel may choose to amend the minimum or maximum values of the delegated authority costs. In this Panel would need to consider the sample of costs given in both Tables 1 and 2 above.
- 5.2 Panel may choose to endorse alternative approaches to empty homes activity outlined in Appendix B. The Proactive+ comprehensive approach may have the potential to bring more empty properties back into use, providing much needed

homes in the district. However, this will need to be considered in line with a further corresponding increase in staff resource.

- 5.3 Panel may instead choose to endorse the reactive or less intensive approaches, in adopting the Reactive only approach to empty homes, in this, the Council would be making a clear statement on no CPO or EDMO activity. As above, this will need to be balanced against the ambitions set out in the Delivery Plan and Environmental Strategy for consistent delivery of a comprehensive housing standards enforcement service across both districts in addition to making sure our green spaces, streets and public places are clean, safe and attractive.

6 ISSUES AND RISKS

6.1 Resource Implications –

- **Staffing** – Staffing resource for the proposed empty homes model can be met within existing capacity.
- **Costs of CPO and EDMO enforcement** – Having a stepped delegated authority process determined by estimated property costs and indicative costs to bring a property back into use will provide clarity to Officers, streamline the decision making process whilst also providing an accountability framework and demonstrate the Councils commitment to a muscular approach to enforcement where this is a last resort.
- **Any properties assessed as being suitable for possible EDMO or CPO action** would be subject to a separate financial assessment for indicative costs. Due to the highly complex and lengthy and individual nature of CPO/EDMO action, it is difficult to provide exact costs for action at the outset. This is particularly relevant in relation to potential legal action against the Council by property owners and the final agreement of compensation to an owner through a CPO process. It is proposed to review the Financial Assessment every 12 months in order to reflect current costs of stamp duty etc. It will also reflect changes to legislation and best practice in addition to our own learning from undertaking these processes in order to predict as accurately as possible indicative costs.
- **Interdependencies with other departments** – A joined up approach to discretionary enforcement in relation to empty homes will be crucial to the success of activity across the Council. There will be links into and out of other departments in order to provide a multi-agency approach is taken when tackling housing issues. It will also ensure that where needs for an individual or family are identified, these needs can be assessed and met appropriately. These links within the Council include, Environmental Protection, Housing & Benefits, the Help Hub, Council Tax and the Communications Team.

- 6.2 **Legal Implications** – The report provides a suggested direction for discretionary enforcement activity within the Housing Standards team specifically regarding

empty homes, and relates to powers within legislation the Council may wish to utilise to form an additional clear and holistic approach to fulfilling its statutory duties.

- 6.3 **Equality Implications** – Options contained within the report are designed to have a positive impact, including for those with one or more of the protected characteristics.
- 6.4 **Environmental Impact** – Complementary to the Housing Standards Enforcement policy, agreed options for empty homes enforcement activity will seek to address any adverse environmental impacts that might arise from poor housing conditions.
- 6.5 **Crime and Disorder** – Options for empty homes enforcement activity will form part of a subsequent Empty Homes and Houses in Multiple Occupation Discretionary Activity and Enforcement Policy which will inform the overall work of the Housing Standards team. This will include reducing the potential for criminal and anti-social behaviour within and surrounding empty properties.

7 CONCLUSION

- 7.1 This report is seeking endorsement of the proposed model for Council to tackle empty homes, and commitment to capital costs for the commencement of formal enforcement through a CPO or EDMO procedure. This is particularly vital for CPO procedures not only in relation to best practice guidance that the Council make at least one offer of a fair and reasonable purchase price for an empty property prior to commencing a CPO but also the unrecoverable costs that may arise from the process.
- 7.2 In addition, the one team Housing Standards team has been in place for 15 months and with the statutory Enforcement Policy approved in November 2020, there is a crucial need for an additional Empty Homes and Houses in Multiple Occupation Discretionary Activity and Enforcement Policy. Adopting the service option proposed in this report seeks to make the best use of the staffing resource available to deliver the ambition of the Housing Standards team. In addition, agreement on approach to specific enforcement through CPOs and EDMOs will provide consistency and confidence to residents and officers.
- 7.3 It will also allow for the development of the policy enabling the Council to demonstrate a holistic and muscular approach to; tackling housing issues; support our work with residents, including those who are vulnerable; and to bring clarity and alignment to the team. An Empty Homes and Houses in Multiple Occupation Discretionary Activity and Enforcement Policy will also feed into wider strategic ambitions to ensure the quality of life for our residents and support the vision of the Environmental Strategy.

8 RECOMMENDATIONS

- 8.1 Panel to note the options contained within the report
- 8.2 Panel to endorse and recommend to Cabinet adoption of the suggested resource and activity model for the Council's approach to discretionary enforcement activity in relation to empty homes to inform a draft Empty Homes and Houses in Multiple Occupation Discretionary Activity and Enforcement Policy.
- 8.3 Panel to endorse and recommend to Cabinet proposal that Delegated Authority is approved for the Assistant Director for Individuals and Families in consultation with the Portfolio Holder for Housing and Wellbeing to authorise costs for Compulsory Purchase Order(CPO) and Empty Dwelling Management Orders(EDMO) where assessment indicates, for:
- Commencement of a CPO process, including a voluntary offer of purchase for properties valued up to £350,000
 - A total capital budget of up to £25,000 per property to bring back into use (a maximum of £50,000 per year for the Council).
- 8.4 Panel to endorse and recommend to Cabinet proposal that where assessment indicates that:
- Evaluation of property price exceeds £350,000 and/or
 - Capital budget to bring a property back into use exceeds £25,000

Delegated Authority is approved for the Assistant Director for Individuals and Families in consultation with the Portfolio Holder for Housing and Wellbeing and the Portfolio Holder for Finance to assess and authorise a Compulsory Purchase Order or Empty Dwelling Management Order process.

Background Papers

Housing Standards Enforcement Policy

Appendix A: Overview of empty homes formal enforcement action – EDMO and CPO procedures

	Empty Dwelling Management Order (EDMO)	Compulsory Purchase Order (CPO)		
Requirements	Property must be empty for more than two years before commencement.	Must demonstrate a CPO application is a last resort process. Level of evidence needed to demonstrate last resort is high. This includes at least one voluntary offer of purchase to the owner.		
Approval body	Residential Property Tribunal	Secretary of State		
		No agreement to fund Voluntary Offer of Purchase re: CPO	Voluntary Offer of Purchase	Offer Declined - CPO procedure
Potential Costs to the Council	<p>Works to secure and bring property to a decent standard.</p> <p>Management costs of property while under EDMO</p> <p>Surplus rental income paid to the owner</p> <p>Legal costs to be paid by the Council</p> <p>Any legal costs awarded to the owner</p> <p>Liability for council tax lies with owner/tenant.</p>	None	<p>Compensation (sale value)</p> <p>Additional compensation negotiated</p> <p>Legal costs to be paid by the Council</p> <p>Works to secure and bring the property to a decent standard</p> <p>Council Tax while property is empty</p> <p>Sales fees and surveyors valuation if selling</p> <p>Management/void costs if renting</p>	<p>Works to secure and bring the property to a decent standard:</p> <p>Sales fees and surveyors</p> <p>Compensation (sale value) once the property is sold which is negotiated with the owner</p> <p>Additional compensation negotiated</p> <p>Legal costs to be paid by the Council</p> <p>Any additional legal costs as a result of upper tier tribunal findings against the Council</p>
Potential income to the Council	Council can recoup initial and management costs from rental income.	If empty for more than 2 years owner will be liable	Onward sale price of property including any increase in value.	Few opportunities unless costs are awarded to the council through any legal procedures or

	Empty Dwelling Management Order (EDMO)	Compulsory Purchase Order (CPO)		
		for additional Council Tax Premium	Or: Rental income	compensation is not claimed within seven years of CPO.
Outcomes	Property can be rented as part of the Council's Private Sector Leasing Scheme providing a home for a household at risk of homelessness.	Unlikely any CPO application will be approved as Council cannot demonstrate CPO is a last resort measure. Recourse to engagement work with owner.	Council has an asset. Property is brought back into use. It can be brought up to a decent standard and either sold or managed as part of a housing offer providing a much needed home.	Property is compulsorily purchased. Property is brought back into use. It can be brought up to a decent standard and either sold or managed as part of a housing offer providing a much needed home.
Risks	Not a permanent solution. Requirement to reapply at end of EDMO period. Opportunities for EDMO to be appealed by owner Costs to bring property back into use may be significant. May not recoup costs during rental period, Council would need to follow up with owner.	Property likely to remain empty.	If offer of purchase is accepted, council to fund purchase which is through compensation negotiated with owner. Additional compensation to be paid to the owner may be negotiated. Risk property sale may not recoup money spent by the council. If managing as rented property may not cover management/void costs.	Opportunities to appeal the process by owner ending the CPO process and risking a home remains empty. Risks that costs will be awarded against the council and that compensation agreed/mandated is more than the sale price.

Appendix B: Enforcement Activity Models for Empty Homes

Model describes the service provision across Broadland and South Norfolk Council areas.

Option Name	Service Offer	Hours/week
Empty Homes Proactive+, comprehensive response	Proactive case management procedure as previously adopted at BDC that covers: <ul style="list-style-type: none"> • A monthly list of properties that have been empty for longer than 6 months from Council Tax • A letter timetable with letters being sent from Housing Standards at intervals of 6 months, 12 months, 2 years and 3 years of the property being empty. • Letters to offer advice, information, support and if applicable, financial assistance for specific circumstances. • Ward level data on numbers of EH empty for longer than 2 years provided quarterly to members as part of performance reporting. • An investigatory process for properties empty for longer than two years, or where the conditions require a quicker response was required. • Confirmation of correct council tax banding and identifying if an additional premium is applicable. • Working with other departments to identify a suitable formal enforcement process. • This includes the potential to commence a CPN, CPO or EDMO procedure as per Reactive Service with Enforcement below. • 	37 hours Community Enforcement Officer 8 hours Housing Technical Advisor (taken from existing HTA capacity)
Empty Homes Reactive Service with Enforcement	Responding to reports of empty homes supplemented by an online offer to report and high-level assess empty properties with a clear criteria for enforcement and financial assessment and staff resource to undertake formal action for prioritised cases. <ul style="list-style-type: none"> • Town/parish level data on numbers of EH empty for longer than 2 years provided quarterly to members as part of performance reporting. • Advice, information, support and if applicable, financial assistance for specific circumstances given offered to owner. • Confirmation of correct council tax banding – including any council tax premium applicable for properties empty longer than 2 years • Working with other departments to resolve where there may be issues of ASB etc. • Working with other departments to identify a suitable formal enforcement process. • A small-scale enforcement procedure limited to 2 cases per district per year (four in total) based on priority. ○ Decision making process for formal action will include a Criteria for Action assessment formula to assess priority and risk based on: 	24 in total 17 per week responding to reports. 7 for enforcement activity

Option Name	Service Offer	Hours/week
	<ul style="list-style-type: none"> ○ Length of time empty with particular attention given to properties empty for longer than 5 years. ○ Property condition ○ Community impact including incidences of ASB and nuisance ○ Housing demand including property location, size and facilities. ● If found suitable for potential CPO or EDMO a further Financial Assessment will be undertaken ● Proposal that Delegated Authority is approved for Assistant Director Individuals and Families in consultation with the Portfolio Holder for Housing and Wellbeing to authorise costs for CPO and EDMOs up to a maximum of where assessment indicates, for: <ul style="list-style-type: none"> ○ Commencement of a CPO process, including a voluntary offer of purchase for properties valued up to £350,000 ○ A total capital budget of up to £25,000 per property to bring back into use (a maximum of £50,000 per year for the Council). ● Further proposal that Delegated Authority is approved for the Assistant Director for Individuals and Families in consultation with the Portfolio Holder for Housing and Wellbeing and the Portfolio Holder for Finance to assess and authorise a Compulsory Purchase Order or Empty Dwelling Management Order process where: <ul style="list-style-type: none"> ○ Evaluation of property price exceeds £350,000 and/or <ul style="list-style-type: none"> ○ Capital budget to bring a property back into use exceeds £25,000 	
Empty Homes Reactive only, no enforcement	As Reactive Service above but no resource for enforcement activity.	17

Empty Homes Criteria for Action

Property										
System Ref			Assessment Date							
Position		Points	Score	Access			Years Empty			
Urban GN		150	0	Good	Good	10	0-2 yrs	5-10 yrs	0	0
Market Town / Service Village		100	0	Adequate		-20	2-5 yrs		50	0
Village		80	0	Poor		-80	5-10 yrs		300	300
Rural		0	0				More than 10 yrs		400	0
Rural Isolated		-150	0							0
Property Type				Services						
Detached	Detached	0	0	Gas	Yes	50				
Not Detached		100	0	Electric	Yes	10	Renovation in progress			
				Oil	Yes	20	Yes under 2 yrs	No	-50	0
				Telephone	Yes	10	Yes over 2 yrs		100	0
				Mains Water	Yes	30	No		150	150
				Satisfactory Sewage	Yes	20				
No of Bedrooms				Category One Hazards						
1	2	100	0	None	Above 6	0	Nuisance		1	50
2		150	150				Believed Community Impact		2	50
3		150	0	Between 1 and 3		40	Rats/Vermin			50
4		50	0	Between 4 and 6		60	Planning Enforcement			50
More than 4		0	0	Above 6		100				0
Garden size				Estimate of Category 2 Hazards D or E		40	Brief Estimate of Costs (don't impact on assessment at this stage)			
No Garden	10-50m2	10	0	More Than 6	More Than 6		Less than £2000	£2000 - 5000	200	0
Less than 10m ²		30	0				£2000 - 5000		150	150
10-50m ²		50	50				£5000 - £10000		100	0
More than 50m ²		10	0				£10000 - £15000		0	0
				Category Score		700	£15000 - £25000		-100	0
							Above £25000		-250	0
				Category Band		A	Estimated Property Value	£301,00-£350,000		
				EDMO/CPO		350	£0 - £150,000		200	0
							£151,000 - £200,000		150	0
							£201,00 - £250,000		100	0
							£251,000 - £300,000		0	0

Brief Estimate of Costs

Less than £2000	Less than £2000	200	0
£2000 - 5000		150	150
£5000 - £10000		100	0
£10000 - £15000		0	0
£15000 - £25000		-100	0
Above £25000		-250	0

Estimated Property Value

£0 - £150,000		200	0
£151,000 - £200,000		150	0
£201,00 - £250,000		100	0
£251,000 - £300,000		0	0
£301,00-£350,000		-100	0
£351,000 +		-150	0

Capital Gains Tax likely to be due**Column1**

£0 - £150,000
£151,000 - £200,000
£201,00 - £250,000
£251,000 - £300,000
£301,00-£350,000
£351,000 +

Column1

Not Eligible
Offered - Application progressed
Offered - Declined

Column1

Fully engaged
Engagement with support
Engagement ceased
No engagement recorded