

Action	Outcomes	Priority	Responsible Officer / Team	Start Date	Finish Date	Resource Implications
Monitor Empty Homes						
Develop and maintain an empty property database containing information provided by council tax, as well as information collected through complaints and investigations	Council Tax data to be provided to PSH Team quarterly. Empty property activity recorded centrally on the database.	High	Private Sector Housing Team	April 2020	July 2020 (ongoing)	Existing resources - officer time
Strengthen link between Empty Homes Strategy, Homelessness Strategy, and Council Tax Empty Homes Premium	Closer partnership working between respective teams to ensure free flow of information.	High	HBC	April 2020	July 2020 (ongoing)	Existing resources - officer time
Engage, Advise, and Assist						
Update council web pages	Information for owners/landlords on options for dealing with empty homes with useful signposting readily available	High	Private Sector Housing Team / Digital Content Team	July 2020	October 2020	Existing resources - officer time
Survey owners of identified empty properties in the District	Owners contacted and results analysed to establish reason or barriers to re-occupation	High	Private Sector Housing Team	October 2020	December 2020 (ongoing)	Existing resources - officer time
Provide assistance with housing advice/tenant management	Housing Team advise and help with tenancy information	Medium	Housing Team	October 2020	Ongoing	Existing resources - officer time

Reduce the impact of empty homes						
Risk assess empty properties and identify targets for proactive enforcement	Empty property risk assessment devised and survey of identified empty properties completed	High	Private Sector Housing Team	July 2020	October 2020 (ongoing)	Existing resources - officer time
Develop a process for identifying problem empty homes and prioritising	Priority generally given to empty homes causing community issues. Empty home not causing community issues may be left to be tackled by the empty homes premium	High	Private Sector Housing Team	October 2020	December 2020	Existing resources - officer time
Develop enforcement process to address the priority properties	Enforcement actions identified and recorded	Medium	Private Sector Housing Team	January 2021	March 2021	Existing resources - officer time
Reduce the number of empty homes						
Agree use and procedure for enforced sale for high risk empty properties	Enforced sale action applied to priority empty homes where informal action has failed	High	Private Sector Housing Team / Legal Services	January 2021	March 2021	Additional resource may be required from legal Services Team to support and advise
Agree use and procedure for Compulsory Purchase Orders and Empty Dwelling Management Orders	Use or threat of use of CPO/EDMO powers returns empty property to occupation	Medium	Private Sector Housing Team / Legal Services	January 2021	March 2021	Additional resource may be required from Legal Services, as well as Housing Team in the case of EDMO