

## Scoping Exercise

<b>Date (of first meeting)</b>	14th August 2007
<b>Policy Development</b>	<b>Development of New Empty Homes Strategy 2008-2013</b>
<b>Project Team</b>	Mark Preston, Housing Renewal Manager Jennie Perkins, Housing Strategy and Development Manager James Smith, Empty Homes Officer
<b>Project Leader</b>	Mark Preston, Housing Renewal Manager
<b>Policy Development Members</b>	Cllrs. Bird, Silverson and Smith
<b>Officer(s) to Contact</b>	Mark Preston, Housing Renewal Manager Katrina Strong, Scrutiny Lead Officer
<b>Terms of Reference</b>	To review the existing strategy  Assess the effectiveness of the existing strategy, using the draft proposed strategy as a starting point.  To critically examine the draft strategy, to ensure the revised strategy is fit for purpose meets the objectives of the organisation for the next 6 years, in line with the available resources, with emphasis on the objectives laid out in the action plan.
<b>Community Strategy Target or Key HBC Investment Issue?</b>	Community Strategy (2003-2013) Target number 17 Housing – Improve standards within the most deprived wards to reflect the decent homes standard.  Key Housing Strategy Target 2004-09 - 150 empty homes to be brought back into use between 2003-2008  Key LAA Housing Targets: 20.2.1- Increase number of empty homes brought back into use.  HBC capital investment in empty homes 2007/8 £200K 2008/9 £200K 2009/10 £0k
<b>Objectives</b>	To review the existing empty homes strategy and progress to date.  To take account of developments both locally and regionally, with national emphasis where appropriate, to inform a revised strategy to carry the Council forward for a further 6 years (2007 – 2013).

<b>Indicators of Success</b> (how will we know if the project is achieving its purpose)		Full consideration of the key strategy objectives and the main factors impacting on bringing empty properties back into use and how maximisation of their benefit can be gained.  Public perception question to be included within the Citizens Panel surveys on an annual basis to gauge public opinion on whether they believe the Council has done enough with regards to getting empties back into use.	
<b>Methods of Inquiry</b>		By report, presentation and discussion	
<b>Key Stakeholders</b>		Private sector housing landlords/owners, Registered Social Landlords (RSLs)/Housing Associations and Developers.	
<b>Documents</b>		HBC Housing Strategy 2004-2009. South East Regional Housing Strategy 2006 Onwards. Housing Renewal Financial Assistance Policy, Housing Renewal enforcement Policy, East Sussex, Local Area Agreement, the developing Local Development Framework, 2007 stock condition survey results (draft results available mid to late Sept 07).	
<b>Site Visits</b>		None Envisaged.	
<b>Publicity Requirements</b>		N/A	
<b>Resource Requirements</b> (Staffing and expenditure)		Staff time drafting reports and attending meetings.	
<b>Projected start date</b>	August 2007	<b>Reporting deadlines</b>	Verbal update via chair at O&S Services Meeting on 24 <sup>th</sup> September 2007 & 13 <sup>th</sup> December 2007  Final Report to O&S Services meeting on 17 <sup>th</sup> March 2008
<b>Meeting Frequency</b>	26 <sup>th</sup> September 2007 8 <sup>th</sup> November 2007	<b>Projected completion date</b>	January 2008 (for Cabinet submission)
<b>Evaluation date</b>		O&S Services meeting 17 <sup>th</sup> March 2008	
<b>Evaluation tracking methods</b>		As above meeting dates	