

ASHFIELD DISTRICT COUNCIL: OFFICER DECISION RECORD

Please use this form to record those executive decisions which are taken by officers and are **not** designated as 'Key Decisions' – or in other words those decisions which are **not** included in the Forward Plan. There is a separate form for recording Key Decisions.

You should also use this form to record decisions about those functions which are reserved to the Council or to its committees. The Constitution explains what these reserved functions are and who is responsible for them.

1.	Title / Subject Matter: Council Tax – Annual Empty Homes Review 2022.
2.	Decision Reference No: RBT-REV-CB-ODR474
3.	Decision Taken: It has been decided that we should undertake a full review in 2022 using an outside agency to deliver the review – Capacity Grid. The contract is to awarded under a framework via GCloud.
4.	Reasons for the Decision: After a period of 4 years without undertaking a review of the Empty Homes in the District it has been decided that we should undertake a review in 2022. The purpose of the review is to reduce the number of unoccupied properties in the District and also to maximise the New Homes Bonus (NHB) due to ADC for properties being brought back into use. The use of an outside agency was considered the best option as they are familiar with the process of a review and are able to undertake most of the work involved in conducting the review. This means that Council staff will have minimal involvement thereby not adding to the current workload. Capacity Grid – this is an organisation we have used on a number of occasions previously for the Empty Property Review therefore we are happy that they can deliver the review effectively and within the required timescales. <ul style="list-style-type: none">• The contract will be awarded to Capacity Grid under a framework agreement via GCloud• There is no upfront charge for this service and therefore no financial risk is borne by the Council.• Charges will be paid to the contractor only for each property that is brought back into use, and shows as a reduction in the number of Empty Properties recorded on the CTB1 return.

- The charge rate is 15% of the NHB payable for the 1st year only. Subsequent years of NHB income will be retained by the authority.
- This agreement is for a single Empty Property Review for 2022 only. Future year Reviews will require a new contract.

5. Alternative Options Considered / Rejected:

Alternative options have been considered however, as the Council Tax Service does not have the resources to undertake this work it will be necessary to use external resources for this work if we wish to undertake an Empty Homes Review.

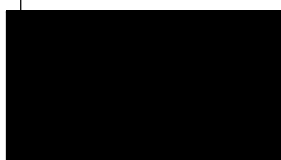
6. **Implications**

Please ask the respective professional Officers for their assessment of the potential (a) Legal, (b) Financial and (c) Human Resources implications of the decision. You only need to consult other relevant officers if you think that the decision will have an impact on their areas of responsibility.

- a) Legal – Contract Procedure Rules enable Directors to authorise procurement of services via Framework agreements. [RLD 02/08/2022]
- b) Financial - Any one-off costs to be met from Revenues and Benefits New Burdens funding in 2022. Costs will not be known until the conclusion of the work. [PH 27/07/2022].
- c) Human Resources – Any Agency appointment will be in line with the Agency Worker regulations and IR35 compliant.

Name / Title of the officer taking the Decision:

Use your own name and title. Do not 'pp' for a more senior officer who has asked you to take the decision.



Craig Bonar - Director Resources and Business Transformation

Date: 8/8/22

Name / Title of the relevant Lead Cabinet Member consulted (if appropriate)

(This decision is not subject to call-in and is circulated for information only). **If a Cabinet Member has a conflict of interest relating to this decision, then this should be declared and a request for dispensation will be considered.**

Date:

Name / Title of the relevant Committee Chairman consulted (if appropriate)

(for non Executive/Council side function decisions)

Date:

The completed form should be emailed to the Democratic Services Team:

democratic.services@ashfield.gov.uk

They will arrange for it to be published on the Council's web site.

For further support or guidance please contact Ruth Dennis, Director of Legal and Governance (and Monitoring Officer) r.dennis@ashfield.gov.uk or any member of the Democratic Services Team.