

Appendix 4

Empty Homes Project and Communication Plan

Action	Timeframe
Create publicity material, web pages, inbox, leaflet, standard letters.	August 2020
Launch Policy.	September 2020
Recruitment of Empty Homes Officer. (Temporary Agency Staff Member)	September 2020
Audit of existing empty homes list.	September 2020
Engagement with Owners of Homes empty for 10 or more years.	Jan 2021
EDMO finalised process and Partnership arrangements in place.	Jan 2021
Risk, implication and priority of Homes empty for 5 or more years.	April 2021
List of properties for CPO and EDMO considered for Forward Planning.	Sept 2021
Engagement of empty home owners for homes empty between 5-10 years – Action plan & Monitoring possible formal proceedings in place.	April 2022
Engagement of empty home owners for homes empty between 2-5 years – Action plan & Monitoring possible formal proceedings in place.	Jan 2023
Investigation into owners of homes empty between 6 months and 2 years, early engagement and advice.	On going
Quarterly performance updates to Cabinet Member for Housing and Estate Renewal.	Jan 2020
Yearly update to Cabinet.	June 2021