

**To: Members of the Special Sub-Group**

**Councillors Hayfield, Phillips, Smith, M Stanley and Sweet**

**For the information of the other Members of the Council**

## **SPECIAL SUB-GROUP**

**7 November 2011**

The Special Sub-Group will meet in the Committee Room, The Council House, South Street, Atherstone, Warwickshire on Monday 7 November 2011 at 11.00am.

### **AGENDA**

- 1 Apologies for Absence / Members away on official Council business.**
- 2 Declarations of Personal or Prejudicial Interests. (Any personal interests arising from the membership of Warwickshire County Council of Councillors Hayfield and Sweet, and membership of the various Town/Parish Councils of Councillors Phillips (Kingsbury) and M Stanley (Polesworth) are deemed to be declared at this meeting).**

- 3 **Empty Private Sector Homes – Enforcement and Intervention –**  
Report of the Assistant Director (Housing)

**Summary**

This report described measures which can be used to bring empty homes in the Borough back into use and proposes a new focus and prioritising of this issue. The Sub-Group is invited to consider the human resource recommendations.

The Contact Officer for this report is Angela Coates (719369).

**PART C – EXEMPT INFORMATION  
(GOLD PAPERS)**

- 4 **Exclusion of the Public and Press**

**Recommendation:**

**That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.**

- 5 **Review of Housing Management Post Tenancy Section –** Report of the Assistant Director (Housing)

The Contact Officer for this report is Angela Coates (719369).

JERRY HUTCHINSON  
Chief Executive

**For general enquiries please contact David Harris, Democratic Services Manager, on 01827 719222 or via e-mail – [davidharris@northwarks.gov.uk](mailto:davidharris@northwarks.gov.uk). For enquiries about specific reports please contact the officer named in the report.**

**Agenda Item No 3**

**Special Sub-Group**

**7 November 2011**

**Report of the  
Assistant Director (Housing)**

**Empty Private Sector Homes –  
Enforcement and Intervention**

**1 Summary**

- 1.1 This report described measures which can be used to bring empty homes in the Borough back into use and proposes a new focus and prioritising of this issue. The Sub-Group is invited to consider the human resource recommendations.

**Recommendation to the Sub-Group**

- a That an Empty Homes Officer post be established; and**
- b That a post holder be appointed for a temporary period of 2 years.**

**2 Consultation**

**2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members**

- 2.1.1 Councillors Winter and Johnston, Portfolio and Shadow Portfolio Holder for Housing, were consulted on the original report to the Housing Sub-Committee.

**3 Background**

- 3.1 The attached report was considered by the Housing Sub-Committee at its recent meeting and the following was agreed:

**Recommendation to the Special Sub-Group:**

- a That the post of Empty Homes Officer be established;  
and**
- b That a post holder be appointed for a temporary period  
of 2 years.**

**Resolved:**

**That a strategy for action to deal with long term empty homes  
be drafted for consideration by the Board.**

- 3.2 The Sub-Group is invited to consider the human resource recommendations.

#### 4 **Report Implications**

4.1 These are set out in the attached appendix.

The Contact Officer for this report is Angela Coates (719369).

#### **Background Papers**

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

<b>Background Paper No</b>	<b>Author</b>	<b>Nature of Background Paper</b>	<b>Date</b>
None			

## **Agenda Item No 4**

### **Housing Sub-Committee**

**18 October 2011**

**Report of the  
Assistant Director (Housing)**

**Empty Private Sector Homes –  
Enforcement and Intervention**

#### **1 Summary**

- 1.1 This report described measures which can be used to bring empty homes in the Borough back into use and proposes a new focus and prioritising of this issue.

#### **Recommendation to the Sub-Committee**

- a That an Empty Homes Officer post be established;**
- b That a post holder be appointed for a temporary period of 2 years; and**
- c That a strategy for action to deal with long term empty homes be drafted for consideration by the Board.**

#### **2 Consultation**

##### **2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members**

- 2.1.1 Councillors Winter and Johnston, Portfolio and Shadow Portfolio Holders for Housing, have been consulted about this report.

#### **3 Background**

- 3.1 In October 2009 the Resources Board received a report which set out a protocol for dealing with empty homes in the Borough. The protocol is attached at Appendix A for information.

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- 3.2 The situation with regard to private sector empty homes can be fluid in the main. It tends to be dominated by financial circumstances and the property market. There can be a number of reasons why properties are empty. Homes can be on the market for sale or rent, or else are being kept off the market empty until prices recover. Other homes remain empty for various reasons such as the need for expensive repairs, or as second homes, holiday homes, investments, or whose owners cannot be contacted or fail to respond. Some owners cannot be identified.

## 4 **Current Position**

- 4.1 The draft protocol detailed the kind of measures Local Authorities can apply. The Private Sector Team has undertaken work in the past to use the different measures available in North Warwickshire. Unfortunately, with a small team and differing demands arising, it has not always been possible to prioritise this issue.
- 4.2 Bringing empty properties back into use has now become a national priority as well as a local one. It takes time to unlock land required to build new homes and the finance available to bring forward the developments is more limited currently. This situation is set against a background of increasing demand for homes for families who are struggling to access the right level of finance to afford a property. There is a push to make better use of the current housing stock in both the public and private sector. The Government's New Homes Bonus recognises the problem and is concerned with not only new homes but bringing empty homes back into use. A Council's ability to access the New Homes Bonus is also dictated by ensuring the number of long term empty homes in their district is not increasing.
- 4.3 To date, addressing the issue of long term empty homes has largely fallen to the Decent Homes Officer in the Private Sector Team. They have dealt with this issue as time allowed. This is a temporary post which is funded through the capital programme. It has the primary focus of providing assistance (grants, loans, equity release) to private occupiers who are living in poor housing conditions. The post was established when there was an increased grant allocation available and continued to introduce the Kickstart equity release scheme into North Warwickshire.
- 4.4 The original grant allocation has now been spent and the West Midlands Kickstart scheme is now winding down because the 'top sliced' grant funds it has relied upon to carry out its work is no longer available. This means, in order to provide private sector housing assistance, the Council has to rely on its own capital funds which are no longer supplemented by Government grant.
- 4.5 The term of the temporary post ends in April 2012. This means that the little specific resource available to deal with empty homes will be lost to the Private Sector Team.
- 4.6 There are currently around 400 long term empty homes in the Borough. This will be for a range of reasons. There needs to be a closer understanding of these reasons to enable decisions to be made on the most appropriate action to be taken.

## 5 **Proposal**

- 5.1 The drivers set out at section 4.2 above apply locally as well as nationally. In addition the Borough does have a number of private landlords who have long term empty properties which have caused blight to estates for several years and now need to be dealt with urgently. These factors alongside an increasing

demand on the Council's housing register locally point towards the need for a renewed focus on dealing with long term empty homes.

5.2 The Department for Communities and Local Government has continued to provide Council's with grant funding to deal with homelessness. It is proposed that some of this funding which has been made available to the Council is used to fund a post which can focus on working with private landlords locally and bringing long term empty homes back into use.

5.3 It is proposed that the post would be temporary for two years and would take action to:

- Provide a clear assessment of the issue of long term empty homes in the Borough
- Use the assessment to set out a strategy for action
- Encourage a corporate approach to interventions
- Act to access any grant funding available to assist in remedial works
- Build relationships with landlords locally to increase lettings

5.4 Other Councils in Warwickshire are taking similar action and where it is useful we can work in partnership. Copies of the Empty Homes Strategies developed by Rugby Borough Council and Stratford Upon Avon District Council have been placed in the Group Offices for information.

5.5 It is hoped that the Resources Board will support this proposal. A job description has been drafted and is attached at Appendix B. Members will see that it is anticipated that the post holder will be proactive but will also have to bring forward a range of solutions depending on the issue being addressed. The post would be advertised internally. If unable to appoint from internal recruitment the post would be advertised externally.

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## **6 Report Implications**

### **6.1 Finance and Value for Money Implications**

6.1.2 In the current economic climate and at time of increasing housing need it is more critical than ever that the Council makes the best use of the current housing stock – both in the public and private sectors. Appointing an officer to provide a focus on the private sector empty homes and private rented sector will assist with this.

6.1.3 The post is currently being evaluated and the outcome will be reported at the Board meeting. There is budget available to fund this post from the grant made available from the Department of Communities and Local Government to deal with homelessness.

6.1.4 As part of a range of interventions available to the Council to encourage owners to bring properties back into use it may decide to raise Council Tax charges on empty homes.

- 6.1.5 A small amount of capital budget is available to assist owners with remedial works where appropriate.
- 6.1.6 If legal action is taken to bring a property back into use there will be funding implications. These will be assessed as part of the overall strategy that will be developed and on a case by case basis.
- 6.1.7 There is a financial implication for the Council if its long term empty homes figure rises as this is part of the assessment for the level of New Homes Bonus it receives. Every home we bring back into occupation will count towards the Council's New Homes Bonus.
- 6.1.8 The Housing Division intends to join forces with other districts in Warwickshire to bid for grant funds from the Homes and Communities Agency to assist with remedial works required to bring homes back to a habitable condition.

## **6.2 Safer Communities Implications**

- 6.2.1 Long term empty homes can cause blight to estates. Action to address this will prevent vandalism and anti social behaviour.

## **6.3 Legal and Human Rights Implications**

- 6.3.1 There are a number of legal aspects to bringing empty homes back into use. Enforcement action is regulated by the Housing and Planning Acts.

## **6.4 Environment and Sustainability Implications**

- 6.4.1 Positive in making better use of existing resources and assets.
- 6.4.2 The development of a new approach and the proposed additional resource will help sustain assistance to private sector housing to maintain decent homes and offer support to vulnerable people who are at risk of fuel poverty and wider health related concerns. This would sustain a direct contribution towards the North Warwickshire Sustainable Community Strategy priority of Developing Healthier Communities.



## 6.5 Human Resources Implications

- 6.5.1 The new post will be evaluated in accordance with the Council's policies and advertised internally.

The Contact Officer for this report is David Baxendale (719322).

### Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

**Empty Property 'Enforcement' and Intervention Protocol    October 2009**

The first matter to recognise in any empty property strategy or individual decision about intervention is what we are trying to achieve. The Borough Council recognises that there are an increasing number of empty homes in the area, due to several causes and combinations. There are good reasons to reduce the number of vacant homes, especially those long-term vacant.

Empty homes are a wasted resource, both financially and in terms of housing stock provision whilst other people remain homeless or in overcrowded or unsatisfactory situations. Getting empty homes occupied reduces property deterioration and associated crime, and increases Council Tax revenue whilst reducing development pressures elsewhere. However, there needs to be a level of property vacancy for the housing market to function, and some properties will be uneconomical to return to use in the current climate.

It is recognised that some properties will have been vacant for short periods and for genuine reasons (e.g. probate), whilst others have been empty for longer periods and for no apparently good reason. It is also recognised that some empty properties will be in good or average condition and almost immediately habitable, whilst others will be in poor condition and may need investment to make habitable or saleable.

It is recognised that some owners will be known or able to find and some will not, and that some owners will be willing to engage and others will resist or ignore attempts to get the property occupied or 'to market'.

It is recognised that some properties will come to the Council's attention because of community complaints and the impact on neighbours, whilst others may be found through proactive and reactive programmes such as visits to properties which have been exempt Council Tax for 6+ months.

The Council's responses to each of the various above combinations may range from doing nothing, through informal contact and persuasion, through offers of grants, loans, finding and managing tenants (lease agreements), and various enforcement measures up to and including compulsory purchase, enforced sale and Empty Dwelling Management Orders.

This paper describes those intervention options and proposes a set of flexible criteria to address them. Options may be discretionary (non enforcement), discretionary (enforcement), or mandatory (enforcement). Some options and legislation may have multiple properties e.g. mandatory and discretionary enforcement. See *'traffic light system'* note towards end of final page.

**Step 1: Information\***

To keep the project manageable, it is proposed to investigate only those properties empty for 6+ months unless there are valid community concerns about the impact of any problems on the neighbours or wider area.

Knowledge about an empty property may come from a local resident or representative. Key facts to establish are-

- The address of the empty property
- Any details of ownership
- Is the property advertised for sale or rent (and who with)
- How long, approximately, has the property been vacant and why?
- What is the general condition of the property?
- Are there any specific problems or risks such as vandalism, arson, penetrating dampness, structural instability, squatters, vermin etc?
- Details of the complainant(s) including contact information
- Any extant enforcement action by the Council including other departments such as Planning / Building Control
- Interests from the Fire Service or Police
- Land registry search details

Information may also come from the owner of a property they cannot sell or rent, or may be gathered by enquiries to Council Tax etc.

Each property should generate a 'file' which may be maintained on the TRIM system and/or paper as determined by operational needs.

The lead officer for the subject is the EH Manager, and for each specific property will be the staff to whom the task is allocated. Progress on a property by property basis will be via monthly 1:1 and quarterly reports to Portfolio group and annual to Board.

There is no specifically identified budget for this activity, save for any Decent Homes funding which can be utilised to bring non decent homes back into occupation by vulnerable households.

### **Step 2: Dialogue\***

Dialogue can only be undertaken if an owner or their agent or representative (including lenders for repossessed properties and the official receiver for bankrupts) can be identified. However, dialogue should also be maintained with the complainants, if any, and neighbours impacted upon.

For properties with no known owner etc. or no other address to communicate with, letters and notices can be left at the vacant premises unless the letter box is sealed (or none present), and may be posted onto the premises door(s) if vital and if it would not compromise the security of the premises by drawing unwanted attention to it.

When an owner etc. is known, the initial letter should seek to confirm and develop the key facts as described above, to put the Council's case for bringing empty homes back into occupation or to the market, and to ask "is there anything the Council can do to assist you with bringing this empty property back into occupation or to market?".

Responses received, if any, will assist with the next phase.

*\*Information and dialogue can be both discretionary and mandatory, the latter if it involves a requirement to investigate a nuisance complaint or matter leading to mandatory enforcement, or mandatory consultation as part of an enforcement process.*

### Step 3: Generate and evaluate options against agreed criteria

Options may range from;

#### <<discretionary non-enforcement>>

- Do nothing
- Informal contact (verbal and/or written), perhaps with review programmed in for 6-12 months
- Financial assistance and tenancy management options >

Some Councils will offer to purchase empty homes either directly or via an Registered Social Landlord (RSL), for refurbishment and onward sale or rent. Clearly this requires a start-up budget and staffing to manage the process, but is cheaper and quicker than a CPO.

Most Council's will work with a Home Improvement Agency (HIA), and owners who want to renovate, sell or rent a property and have funds but not the time or skills, may be offered HIA support to achieve this. The cost of that support may be recovered in full, discounted or waived.

Some Councils may underwrite private loans where, for example, a major lender will only loan 80% LTV (loan to value) and a purchaser requires more funding to complete renovations. This option requires sufficient equity to return the Council's investment and carries some risk.

Some Councils offer grants, loans and a variety of equity release products (directly or indirectly), utilising Houseproud and/or Kick-Start funding (NWBC is not yet engaged in either scheme).

Some Councils can offer a Private Sector Leasing agreement - on a short term to provide non-secure occupancies, not tenancies.

Some Councils offer 'find a tenant' schemes, matching people who need homes with people who need tenants. These can be supported by rent / bond deposit schemes.

Revocation of Council Tax discount - Empty homes currently enjoy a discount of at least 50% on Council Tax (more if uninhabitable), which is discretionary relief the Council can choose to apply or not.

- Publicity

Name & Shame - publicising details of cases\*\* has been suggested in order to shame owners into acting, but counter-arguments of human rights intrusions (right to privacy and property etc., no undue persecution) have also been raised.

*\*\*publication can relate to enforcement cases – some information may be in the public domain as a result of Court outcomes.*

The Council can also publicise its activities generally (policy) and/or specifically in relation to particular properties which can be anonymised to avoid the above Human Rights issues.

#### <<discretionary enforcement - powers>>

Town & Country Planning Act 1990 - section 215 deals with properties 'detrimental to the amenities of the area'. This power is used more often in some areas than others.

Building Act 1984 - powers under sections 77-79 to deal with 'ruinous and dilapidated buildings and neglected sites', to require repair or demolition. Powers under section 59\*\*\* and elsewhere deal with defective or inadequate drainage including guttering, and section 76 with 'premises prejudicial to health or a nuisance'.

*\*\*\*section 59 is mandatory – a duty to enforce. Other sections are discretionary – powers.*

Local Government (Misc. Provisions) Act 1982, section 29 - the Council can require insecure buildings to be made secure.

Enforced sale - a variety of actions resulting in financial charges upon property can trigger the enforced sale process if unpaid.

Empty Dwelling Management Orders (Interim and Final) can be applied to properties which meet certain criteria, though these are complex to undertake and have not yet proven themselves widely popular. HOWEVER, the threat of this action or others may produce a result without needing to see the action through.

Compulsory Purchase Orders (CPOs) - usually as a final resort, again a lengthy and complex process with compensation and legal costs which is rarely undertaken except in extreme circumstances.

#### <<mandatory enforcement - duties>>

The Housing Acts of 1985 and 2004 give a range of options to require the repair, closure and demolition of property. Whilst primarily for the protection of occupiers, these powers can be used to prevent unsafe occupation by e.g. closure, and carry financial penalties for non compliance.

The Environmental Protection Act 1990, sections 79-81, gives similar nuisance powers to the BA1984 above, but less urgent. Section 82 allows any person to take a private nuisance action via the magistrates Court, with a lower burden of proof.

The Prevention of Damage by Pests Act 1949 – sections 2 and 4 require or allow the Council to secure the removal and destruction of rodent infestations.

Various provisions under the Public Health Acts 1936 and 1961\*\*\*, and the Refuse Disposal Amenity Act 1978 and Environmental Protection Act 1990 etc. allow or require the Council to get rid of fly tipped and abandoned items (but with limitations, and only if/when expenses can be recovered) and deal with the cleansing of filthy and verminous premises. *\*\*\*relevant provisions in the 1961 PHA and 1990 EPA are discretionary powers, not duties.*

#### **Step 4: Implement chosen option(s)**

Clearly there are many options available and various factors which might exclude or point towards particular options.

It is suggested that for each case, the above list and any other available powers, duties and opportunities, are considered and **graded\*** as to their appropriateness. If one measure is tried and does not succeed, the matter can escalate to the next appropriate measure. These choices and decisions would have to be recorded for audit and legal purposes, in order to demonstrate compliance with the Council's enforcement policy. Measures would have to be seen to be consistent, fair and proportional, and carried out within reasonable timescales as well as being value for money.

The grading approach can entail both simple pass/fail decisions (e.g. option 1 **MUST** be done but option 4 **CANNOT** be done), and can apply relative values of one option over another. Details would have to be agreed between the operational staff and their manager.

The above options have been generally grouped into the three broad categories, which can be considered as a traffic light system. Green for discretionary non enforcement, yellow for discretionary enforcement and red for mandatory enforcement.

**David Baxendale**, Environmental Health Manager

**Worked example(s) - for discussion & 'training' purposes**

123 High Street, Anytown, vacant for 11 months as owner inherited from deceased parent's estate. House for sale but no offers.

12 New Street, Anyvillage, vacant for 12 years with no known owner, overgrown garden, deteriorating structure, windows, doors and roof etc. and impacting on neighbour's house.

29 Old Road, Anywhere, vacant for 18 months, owner would rent but cannot afford basic repairs, decor and heating/insulation upgrade.

**North Warwickshire Borough Council  
Job Description**

**Post Title: Project Officer (Empty Homes)**

**Post No:**

**Grade:**

**Section:** Private Sector Housing

**Responsible to:** Environmental Health Manager

**Responsible for:**

**Overall Purpose of the Position**

To take action to assess the level and reasons why there are long term empty homes in the Borough and to act to bring them back into use where appropriate.

To process applications for housing grants in accordance with current legislation and the Council's policies and procedures.

To work as part of the Private Sector Team in order to assist and support the professional and technical staff of the in all aspects of the work of the Section.

To act as a spokesperson for the Council on matters relating to empty properties, to represent the Council in meetings as required, promoting the Council's activities in this field. Link empty property options and initiatives with other corporate strategies where possible.

To give advice and guidance on all aspects of the service and to contribute positively to the performance management of the service.

**Principal Responsibilities**

**1 Main duties and responsibilities**

To assess the level of long term empty homes in the Borough and develop an Empty Property Strategy and action plan based on the findings.

To identify and obtain information on empty properties within the Borough and to devise a robust Empty Property Database accordingly.

To seek and implement innovative and creative solutions to bring empty properties back into use.

To organise awareness of the empty property issues and any initiatives through appropriate promotional materials, publicity and education.

To be aware of and access funding opportunities in order to maximise financial resources available to enable properties to be brought back into use.

To liaise with other departments of the Council to establish a co-ordinated approach towards the implementation of the Strategy. Develop appropriate referral and feedback systems between Sections dealing with empty properties.

To establish and co-ordinate strategic groups as appropriate to current projects.

To liaise with people and other agencies, including owners, members of the public, housing associations, and property agents with regard to empty property issues and reducing the number throughout the Borough.

To provide advice, assistance and information to owners of empty properties for bringing them back into use.

To deal with complaints/enquiries concerning empty properties in the Borough and where necessary, refer them to the appropriate officer/organisation.

Undertake surveys to determine the actions required to safeguard and risk assess all private sector housing stock, vacant, tenanted and owner occupied and caravan sites with regard to all relevant statutory provisions.

Prepare detailed schedules of work to remedy defects in full compliance with current legislation, Council policy and eligibility for assistance.

Assess the proportion of and nature of assistance to be awarded.

Work closely with the Environmental Health Officer to prepare, serve legal notices and attend court or the Residential Property Tribunal as required.

Ensure satisfactory completion of all works required by a legal notice, grant conditions and tender documents.

Work closely with the Legal Section to prepare evidence for legal proceedings in the case of non-compliance with notices.

Prepare reports and recommendations relating to the enforced sales, demolition, closure or compulsory purchase of unfit accommodation or empty properties.

Offer advice and information on housing related issues to owner-occupiers, tenants, landlords and members of the public and to actively encourage good landlord/tenant relations and responsible home ownership.

To carry out complex negotiations and liaise with owner-occupiers, landlords and tenants to ensure that properties are brought up to standard and encourage good management practices and good tenant like behaviour.

Responding to all appropriate enquiries such as land searches and responding in an appropriate manner.

Respond to the request for comments on planning applications within the agreed timescale.



Input, retrieve and act upon information from the Council's electronic database and maintain accurate written records.

Consider and make recommendations about the introduction of a Landlord / Property Accreditation Scheme.

To prepare reports including those recommending new policy and initiatives for dealing with empty properties and other activities as appropriate.

To maintain adequate records, undertake statistical analysis and provide satisfactory data for the completion of government returns.

Contribute to the setting of the Council's targets for the number of empty properties brought back into use each year and ensure these targets are achieved.

To represent the Council at meetings on empty property matters.

To undertake appropriate training as required and maintain knowledge of current housing and empty property legislation/guidance sufficient to undertake duties and responsibilities of the post.

To develop procedures for tackling empty properties using the various options and solutions available, including Empty Dwelling Management Orders, Compulsory Purchase Orders and enforced sales.

## **2 Private Sector Housing Assistance**

To assist with the implementation of all measures relating to the Home Energy Conservation Act 1995 in the Borough, including the processing of applications for Housing Grants in respect of disabled facilities, energy efficiency, decent homes and improvements to private sector housing stock.

The inspection of domestic properties for house renovation purposes, the means testing of applicants, preparation of grant approvals, supervision of works, certification of work completion and payment of grant.

To carry out inspections and re-inspections of the private sector housing stock, and where required, investigate complaints and enquiries arising from domestic premises.

To carry out energy audits of private sector housing stock in the Borough and to process grants for energy efficiency improvements in relevant properties in accordance with the Council's policy for such grants.

To maintain a comprehensive 'domestic energy efficiency' computer database, including the preparation of reports on the conduct, monitoring and results of the Council's home energy conservation strategy.

### **3 To Provide Support for the Team with regard to:**

The inspection of private sector housing stock for fitness for human habitation (\*Housing Health & Safety Rating System since 2006). To take action following such inspections in accordance with established procedures.

The investigation of all public health complaints arising from or about domestic premises. Taking appropriate action to deal with such complaints which would include monitoring, advice, service of notices and legal proceedings.

Assisting in the operation of the pest control and dog warden services.

The investigation and monitoring of domestic pollution matters within the Borough in conjunction with other Section members and in relation to specific domestic pollution which has been identified.

Contribute to the development and progression of The Housing Strategy, The Housing Assistance Policy (Regulatory Reform Order), Empty Homes Strategy and other strategies as appropriate.

### **4 Other duties**

To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data.

To be aware of and adhere to the Council's Diversity and Equal Opportunities Policy at all times.

To carry out all duties with an awareness of Health and Safety Issues. To use correctly equipment/protective material provided for health and safety.

To be aware of the general responsibilities as set out in the Corporate Health and Safety Policy.

To undertake any other relevant duties required from time-to-time, as reasonably correspond to the general character of the post and as are commensurate with the level of responsibility.

To assist in the staff induction process for all new members of staff who have a responsible input regarding empty homes process.