

## Vacancy Programme Update

The following notes are an update on the Vacancy Inspection Programme - hopefully they will provide some helpful feedback to Councils.

- the LPS team, based in Colby House, has completed training in the Billing System (Abbacus) and has successfully processed some initial data from Councils in this first week of the programme. In this early stage the team meets frequently, mostly daily, to review feedback, processes and opportunities for improvement - this will be fed back to Councils.

- so far, the quality of data is generally good and in some cases sufficient to process bills.

- management information is being maintained and will be fed back to Councils, particularly re processed information, follow up action required, and no action necessary bills.

- returns from Councils have been categorised into 'O' - occupied and full data supplied by Councils ie full name and date; 'V' - vacant and no action; 'A' - incomplete information so action by LPS under Rates Order. In addition, a further action is being applied where LPS is required to revise the Valuation List eg new or demolished properties.

- some returns have fallen short eg good name details but no date, partial name, poor hand writing (BLOCK CAPITALS IS IMPORTANT), no inspector name or similar reference, no information in key headings but no explanatory comments

- Councils have queried the proposed return date of 24th October. My earlier notes refer ...." (2)...**The October date** was given as a date which we could work towards given that the final run of Penny Product would be at the end of November - given the circumstances I didn't know who would provide data, how much and when. We will continue to enter the data into the Billing System and if necessary prioritise it to have most effect on the PP ie high value property. As far as the funding goes, the MB approved this as a one off, so it needed a back end date - I can see that going on to 30th Nov."

Taking this further I can confirm that under this phase of the vacancy programme, information will continue to be entered into the billing system up to and after 30th Nov.

**The agreed funding arrangements relates to the spreadsheet of properties provided to Councils so this will also extend beyond the 30th November - but within 08/09 financial arrangements in terms of invoicing.**

- as inspection sheets must be returned to LPS on a phased basis, I propose that overall return status is reported to the LPS Management Board and all Councils by end of November - this will provide a first anchor date for invoicing. In regard to further invoicing, I will discuss with our Finance Section and update you accordingly. Finally, I appreciate your continued support and if Aileen, David Murphy or I can help further please contact us directly.

David

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