

Stage 2 Evidence Gathering and Consultation

A. Title of Proposal:	Council Tax Second Home Policy
B. Service Area: Department:	Resilient Communities Customer Advice & Support
C. Lead Officer: (Name and job title)	Katrina Wilkinson, Revenues & Benefits Service Delivery Manager
D. Other Officers/Partners involved: (List names, job titles and organisations)	Clare Pettie, Development Officer
E. Date(s) IIA completed:	10/01/2024

Section 1 Data and Information

A. What evidence has been used to inform this proposal?

(Information can include, for example, surveys, databases, focus groups, in-depth interviews, pilot projects, reviews of complaints made, user feedback, academic publications and consultants' reports).

Legislation change

CMT consultation

Policies introduced by other Scottish Local Authorities

B. Describe any gaps in the available evidence, then record this within the improvement plan together with all of the actions you are taking in relation to this (e.g. new research, further analysis, and when this is planned)

This is new legislation and an opportunity for Local Authorities to implement a policy to increase income and/or increase housing available in Borders.

Section 2 Consultation and Involvement

A. Which groups are involved in this process and describe their involvement

Revenues & Benefits Delivery Manager – prepare new policy, prepare papers for members, implement & enforce procedures as a result of the change, communicating the change to those affected

Development Officer – analyse current empty homes and impact new policy would have, prepare new policy, prepare paper for members, CMT consultation, assist implementation of procedures, update website/CASS directory

Finance – responsible for managing the income generated from this policy change

Empty Homes Officer – impact this change will have on the Local Housing Strategy

CMT – agree policy and content of report for members

Communications – preparing a press release

APWG – approve policy recommendation

Council – approve policy recommendation

B. Describe any planned involvement saying when this will take place and who is responsible for managing the process

Katrina Wilkinson & Clare Pettie are responsible for managing the policy implementation effective from 1 April 2024.

CMT consultation has taken place and there was no significant feedback, CMT will discuss the content 10 January (today)

Press Release following Council on 25 January 2024

C. Describe the results of any involvement and how you have taken this into account.

All feedback has been considered and incorporated in to the report as required.

D. Describe any events held and views obtained (if applicable). Add or remove as needed.

Event 1

Date	Venue	Number of People in attendance	Protected Characteristics Represented

Views Expressed	Officer Response

Stage 3 Summary and Next Steps

Section 1 Summary

Summarise what you have learned then develop this further.

(Describe the conclusion(s) you have reached from the evidence, and state where the information can be found.)

Please consider the following:

What have you learned from the evidence you have and the involvement undertaken? Does the initial assessment remain valid?

What new (if any) impacts have become evident?

Is the proposal not to proceed because of a disproportionate impact on equality or Fairer Scotland characteristics?


No new impacts have become evident as a result of completing this IIA and I believe the initial assessment remains valid. I don't believe there is a disproportionate impact on equality or fairer Scotland characteristics by introducing this policy change.

CASS currently have a procedure in place for handing enquiries relating to cost of living/difficulty making payments, and will follow this when handling and calls that arise as a result of this policy change.

A. Please indicate if the proposal will proceed

- Yes, please see below section 3 for next steps
- No, the proposal will not proceed based on disproportionate impact on equality or Fairer Scotland characteristics

Section 2 Sign Off

Signed by Lead Officer:	
Designation:	Revenues & Benefits Delivery Manager
Date:	
Counter Signature Director:	 Jenni Craig
Date:	12.1.2024

