



# **Rugby Borough Council** **Property Acquisition** **& Disposal Policy**

2022-2025

## Document History

Version	Date	Notes	Prepared by
0.1	July 2022	Draft Property Acquisition & Disposal Policy	Chloe Britton
0.2	August 2022	Finance input for Sections 4 & 5	-
0.3	September 2022	Amendments following circulation to internal stakeholders	-
0.4	23 November 2022	Council	-

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# 1 Introduction

The Property Acquisition and Disposal Policy sets out the Council’s approach to acquiring and disposing of property to meet the needs of the borough. For the purpose of this policy, property is defined as physical buildings and/or land assets. The policy is supported by the themes within the Housing Strategy 2022-2024 alongside the outcomes in the Corporate Strategy 2021-2024 and adjoining Corporate Strategy Delivery Plan 2022-2023.

<b>Housing Strategy 2022-2024</b>	<b>Corporate Strategy 2021-2024</b>	<b>Corporate Strategy Delivery Plan 2022- 2023</b>
<ul style="list-style-type: none"><li>• ‘To increase the affordable housing supply available to meet needs, through new supply or making most effective use of existing housing stock’.</li></ul>	<ul style="list-style-type: none"><li>• ‘Make sure that residents of Rugby have access to high quality, affordable and environmentally sustainable homes’.</li></ul>	<ul style="list-style-type: none"><li>• ‘Implement a revised approach to council house building and property acquisitions’.</li></ul>

Meeting the themes and priority outcomes can be achieved through direct investment in new build housing or through strategic acquisition – open market, off market, right of first refusal. The strategic disposal of property will allow the Council to make best use of its existing properties.

Rugby being one of the fastest growing boroughs in the Country, with the population increasing by 14.3% between 2011-2021 (Census, 2021), has ambitious plans to build on our track record of delivery of growth and investment, while supporting our communities and creating opportunities for all. Rugby Borough Council (RBC) is committed to delivering, increasing, managing and maintaining the supply of quality affordable housing for residents in the town and maximising the delivery of new sustainable housing in a range of sizes, types, tenures and locations.

## 2 Policy Objectives

The objectives of this Property Acquisition & Disposal Policy are:

- To facilitate the acquisition of property that will increase the supply of additional suitable affordable housing by recognising the increasing demand on the housing waiting list.
- Provide opportunity to rebalance the mix of housing owned by the Council.
- To facilitate the acquisition of property that will assist in the delivery of identified and potential new build opportunities.
- To facilitate the disposal of property that no longer meets the service or business need and where the receipt could be positively utilised elsewhere.
- To provide a framework to assess the viability and value for money of acquiring or disposing of specific property, delivering the flexibility to be able to act within limited timescales, as opportunities arise.
- To ensure the Council's property portfolio is fit for purpose.
- To reduce reliance on Private Sector Leasing properties.

### 3 Background

As part of the Right to Buy (RTB) legislation in April 2012, a retention agreement with Government was retrospectively introduced and entered by the Council – with the Council opting to retain a proportion of RTB receipts to replace properties lost through this process.

From 01 April 2022, the Council is required to re-invest the retained receipts within a 5-year time frame; using it to fund a maximum of 40% of either a new build affordable dwelling or the purchase of an existing dwelling which is offered for sale. The Council’s preference is to invest in new build dwellings, as this increases the overall supply of housing within the borough. However, shortage in available land and the tight development timeframe mean that the ability to purchase existing dwellings needs to be actively exercised to ensure an increase in supply of affordable housing. This policy seeks to ensure that the Council can meet its obligations under the Right to Buy retention agreement, taking advantage of opportunities as they arise.

This policy details criteria under which potential acquisitions or disposals can be assessed quickly, enabling the required decisions to be made to facilitate completion within an appropriate timeframe.

RBC is continuing to develop new-build schemes, but the availability of land owned by the Housing Revenue Account (HRA), and in the borough in general is a consideration. Schemes will continue to be presented for Council decision on a scheme-by-scheme basis, confirming the funding proposed for each scheme as it is approved, including any requirement for prudential borrowing.

This policy focuses particularly on the consideration required in respect of strategic acquisitions, buy-backs and disposals, establishing criteria upon which acquisition or disposal decisions can be made. The provision of any acquisition will need to be aligned with the identified need for housing in the borough, indicated by the need for temporary accommodation and the housing waiting list, which is regularly reviewed to ensure it is representative of current need.

It is proposed that any properties acquired are let at either social rent levels, assuming that they are introduced directly at target rent or, at affordable rents in line with Government policy (if this is necessary to demonstrate that the acquisition is financially viable). With affordable rents, the affordability of the property decreases with the size of the property.

Inclusive of 01 April 2019 to 31 August 2022, RBC have completed on 65 property acquisitions, mainly located in urban areas for the HRA. A breakdown of completed property, bedroom types is detailed here:

Bedroom Type	1 Bed	2 Bed	3 Bed	4 Bed	Total
<b>Total</b>	18	24	20	3	65

In addition, RBC have actively disposed of property (generally to facilitate development).

## 4 Sources of Funding Acquisitions

Acquisitions of property will be undertaken when economically and/or strategically viable. Several funding sources are available to the Council to improve the viability of property purchase these include:

- a. Right to Buy Receipts – proceeds from the sale of Council houses.
- b. Capital Receipts – proceeds from the sale of fixed assets.
- c. Revenue – income generated from day-to-day activities.
- d. Reserves – money that has previously been allocated to fund future property acquisitions expenditure.
- e. 3<sup>rd</sup> Party Grant funding – a sum of money awarded by an external body.
- f. Borrowing – loans taken out to fund the purchase of properties.
- g. Budget allocation – Council agreed sum to execute strategic plans (including, Housing Acquisition Fund).

In most cases acquisitions of property will be funded from a combination of these sources.

### a. Right To Buy (RTB) Receipts

From 01 April 2021, the rules on spending retained additional receipts have changed.

The timeframe in which local authorities have to spend new and existing RTB receipts was extended from 3 years to 5 years. This made it easier for local authorities to undertake longer-term planning, including remediation of larger plots of land. The percentage cost of a new home that local authorities can fund using RTB receipts increased from 30% to 40%. This made it simpler for authorities to fund replacement homes using RTB receipts, as well as aiding councils to build homes for social rent.

The Government is keen for homes supplied using retained additional receipts to represent the best value for money, and to add to overall housing supply as much as possible. A cap was introduced on the use of RTB receipts for acquisitions to help drive new supply with effect from 1 April 2022 and will be phased in over 2022-23 to 2024-25.

This has been set as a percentage of the number of homes that a local Council acquires using RTB receipts each year, rather than as a restriction on the cost of individual acquisitions. As it will take time for local authorities to prepare for the introduction of this cap and to ramp up their build programmes the government introduced a phased approach to the introduction of the cap.

Initially it will prohibit more than 50% of RTB replacements being delivered as acquisitions in financial year 2022-2023. That threshold will reduce progressively over the following two years from 50% to 30%, as set out below:

2021-22 – No cap

2022-23 – 50%

2023-24 – 40%

2024-25 onwards – 30%

Some local authorities receive low levels of receipts from RTB sales and find it more difficult to deliver replacement properties through new build. Therefore, the first 20 units of delivery in each year will be excluded from the cap for all local authorities. Local authorities are still allowed to acquire properties above the cap, but they are unable to use retained additional receipts to do so.

Some acquisitions are exempt from the cap such as, acquisitions of new build from a local Council's own housing company or arm's-length management organisation or from regeneration projects that contribute to net supply. Acquisitions of new builds from a private developer are not exempt.

#### **e. 3rd Party Grant Funding**

Opportunities may arise with funding bodies to help aid future acquisitions. Grant funding is likely to have specific requirements and obligations that the Council must meet. Before accepting such funding, the Council must be confident of meeting those obligations. If those obligations include the provision of matched funding, the financing of the matched funding must be identified prior to the bid for grant funding being submitted. Such requirements and obligations will form part of the ongoing project monitoring by the budget manager in addition to appropriate Cabinet or Council approval before acceptance of any 3<sup>rd</sup> Party funding agreements.

#### **g. Budget Allocation**

Within the Council's overall capital programme there is an annual budget allocation for the purchase of Council Homes, detail can be found in the Council approved [Capital Strategy 2022-2023](#). Should further budget requests be required, appropriate Cabinet or Council approval would be obtained.



## 5 Value for Money

The ability to demonstrate value for money in respect of any acquisition or disposal is paramount to the approval process. When a potential acquisition or disposal is identified, there is the need for the Council to respond within a reasonable time frame to ensure a successful outcome. This will not necessarily fit within the existing committee timetable therefore the process requires the use of officer's delegated authority. Where the budget is already in place, then delegated authority pursuant to paragraph 2.15(a) of Part 2B of the Council's Constitution can be used to secure an acquisition or disposal.

A financial appraisal will typically be carried out using Net Present Value (NPV) modelling (some funding bodies require additional methods of analysis), ensuring that the financial impact of the proposed acquisition or disposal is clearly demonstrated over time. In addition, an analysis of the potential cost of temporary accommodation, if needs are not met, will be carried out to support an acquisition or disposal. Where an acquisition is to facilitate future development, an assessment of the anticipated gain because of the purchase will need to be made. This may be best demonstrated by the additional numbers of units that could be delivered on the site as a direct result of the purchase, or other such measures.

An independent property valuation will be carried out by an appointed Chartered Surveyor prior to entering a contract to purchase. Should the property purchase price differ from the valuation, negotiations on the purchase price will commence.

## 6 Implementation – Acquisition Criteria

Each potential acquisition will be assessed on an individual basis, in line with the criteria set out in this policy, considering the financial implications of the acquisition, identified housing need and strategic value.

### Definition of an Acquisition

The purchase of freehold or leasehold property from a third party.

### Streams of Acquiring Property

- Open Market – opportunities arise from local estate agents / land agents. The open market purchasing stream naturally generates competitiveness and is critical to respond in a timely matter.
- Off Market – opportunities arise from individuals looking to sell directly to the Council. These could include private sector leasing properties or leaseholders (where the Council owns the freehold).
- Right of First Refusal – properties previously sold by the Council through RTB.
- Section 106 – affordable housing requirements on developments.
- Council officers identifying property with strategic value to the Council's future aspirations.

A proposed acquisition will only be progressed if the criteria below are met, and the relative financial benefits can be demonstrated. In all circumstances, progression to acquisition will only take place where the necessary approvals are in place, from either Members or utilising officer's delegated approval pursuant to paragraph 2.15(a) of Part 2B of the Council's Constitution.

### Acquisition Criteria

Acquisition criteria defines how a property is individually identified to suit the needs of the borough:

- a. **Property Demand** – a freehold property type in an area of need, identified by the housing waiting list.
- b. **Adapted Property** – a property that has, or is suitable for, disabled adaptations which would meet the needs of an identified applicant on the housing waiting list.
- c. **Regeneration & Development** – a property in a location that could facilitate the regeneration of an area, provide social / affordable housing in an area, or unlock development on Council owned land or for strategic value.
- d. **New Build Home** – an existing market unit on a new build development site, where this could increase the balance of affordable housing provision on the site.
- e. **Section 106 Home** – a property or properties secured through competitive bidding against other Registered Partner's (RP's) through a Section 106 (S106) agreement.
- f. **Ex-Stock (inc. ex-stock leasehold)** – the property was formerly owned by the Council and sold through the RTB or previous disposal route. The purchase of a leasehold property, where the Council is the freeholder, is advantageous and will mitigate future impact on recovery of charges through Section 20 of the Landlord

& Tenant Act 1985 (as amended by the Commonhold and Leasehold Reform Act 2002) such as subsequent collection of associated charges.

- g. **Empty Property** – where a property is in disrepair or classified as an empty property in the borough, causing concerns in the locality, and where works undertaken to allow letting would improve not only the dwelling, but also the surrounding area.
- h. **Other** – any other property, where in line with the Council’s Corporate Strategy objectives, it may be in the Council’s interests to purchase and value for money or strategic value can be demonstrated.

**a. Property Demand**

Where demonstrated through robust evidence, a freehold property in an area of need will be considered to supplement the current stock and address the boroughs needs.

The Council’s current housing stock profile (as at 10 August 2022) is:

Property Type	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	Total
Bedsit	2					2
Bungalow	134	317				451
Flat	1,093	195	2			1,290
House	40	505	1,090	45	5	1,685
Maisonette	4	15				19
Traveller Accommodation	19					19
<b>Total</b>	<b>1,292</b>	<b>1,032</b>	<b>1,092</b>	<b>45</b>	<b>5</b>	<b>3,466</b>
<b>Percentage</b>	<b>37%</b>	<b>30%</b>	<b>32%</b>	<b>1%</b>	<b>&lt;1%</b>	<b>100%</b>

There are, at present, 547 households on the current need housing waiting list (as at 16 September 2022) however this does not represent the complete boroughs need. The split of applicants by property type is below:

	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	6 Bed	7 Bed	Total
<b>Total</b>	229	138	99	44	22	11	3	547
<b>Percentage</b>	42%	25%	18%	8%	4%	2%	1%	100%

The statistics from the Council’s housing waiting list identify the property demand and need according to property type. The waiting list changes daily due to new applications, allocations, and priority changes in line with current circumstances. However, the current property open market does not provide sufficient or suitable 1-bedroom properties to purchase, for example a lot of 1 bed properties on the open market are leasehold flats, where RBC are not the freeholder. These properties are not currently purchased due to potential management issues and high service charge / ground rent which would be passed to the tenant. Although the demand for 4beds is 8% of the total waiting list, the S106 stream of acquiring properties has not provided any 4 beds for affordable or social rent therefore reliance is on the open market. The impact of this on the housing waiting list is that demand for larger properties is increasing.

A property in urban areas of Rugby is preferred due to accessibility and the applicant's reliance on support services within the town centre and ease of housing management / maintenance. Properties purchased outside of the Rugby borough are by exception, not the norm. There has historically been a shortfall in family sized accommodation, and more recently, due to a combination of our current re-development programme and tenants needing to be decanted, there is a significant emerging shortfall in one bedroom accommodation.

Typically, the Council does not purchase terraced properties which are not built to modern Building Regulation Standards, due to the age of the property and potential high costs of maintenance.

#### **b. Adapted Property**

Consideration is given to the purchase of property which is suitable for conversion, or extension, to create adapted facilities including ground floor bathing facilities, level access showers, etc.

#### **c. Regeneration & Development**

The purchase of a property in a location where the ownership would improve a future or current development allowing for maximisation of future affordable / social homes for strategic value. The property may also unlock landlocked land that would have previously had no development potential.

Where the opportunity arises, the Council may consider acquisition of small strips of land, garages, or existing dwellings, where ownership of the property would aid the design of a potential development scheme. This would allow maximisation of development opportunities to deliver the greatest number of additional dwellings and add strategic value.

#### **d. New Build Home**

Properties that have been built recently will aid our tenants due to the high energy efficiency of the property and therefore make energy bills more affordable. The Council will work with developer partners and consider open market units on existing and future development sites to increase the overall percentage of affordable housing with potential opportunities to acquire both general needs and shared ownership housing. The Council will be mindful that there may be significant service charges attached to the purchase of any flat / leasehold property on the open market or purchased directly from a developer.

#### **e. Section 106 Home**

Opportunities to purchase new build, S106 homes through competitive bidding are more apparent due to the vast expansion of Rugby. When considering the purchase of S106 homes, all aspects will be evaluated including the Land Registry title and affordability of any potential estates charge, which the tenant would be liable to pay. Historical bids have allowed the Council to successfully purchase 54 homes (as at 15 August 2022) through S106. The purchase of S106 properties will allow for mixed communities and provide energy efficient homes for our tenants.

#### **f. Ex-Stock (inc. ex-stock leasehold)**

Property in or around existing housing estates proves efficient to manage and maintain, particularly due to its locality, giving escalation to consideration for purchase. Therefore, ex-stock will be highly considered for purchase.

RBC has 55 leasehold flats (as at 09 August 2022), where the Council is the freeholder and where properties have been sold under the RTB legislation.

Under the terms of the lease, leaseholders are required to pay ground rent (where applicable) and annual service charges for services and facilities provided to them, or that they benefit from. The service charge also contributes towards the cost of any major repair / replacement / improvement works to the block in which they reside.

Legislation requires the Council undertake Section 20 of the Landlord & Tenant Act 1985 consultation with all leaseholders affected prior to letting contracts or awarding works to a block, adhering to prescriptive time frames and processes, where contributions to that work will be sought from the leaseholders. Following the completion of works, the Council attempts to recover the cost of the works from the leaseholders in the block via the service charge. An individual household's contribution to major works can be significant, and collection of the monies can prove difficult and costly. Any offer to spread or defer repayments has a negative impact on the cashflow for the HRA. Where opportunities arise, the Council should prioritise buying back leasehold properties.

#### **g. Empty Property**

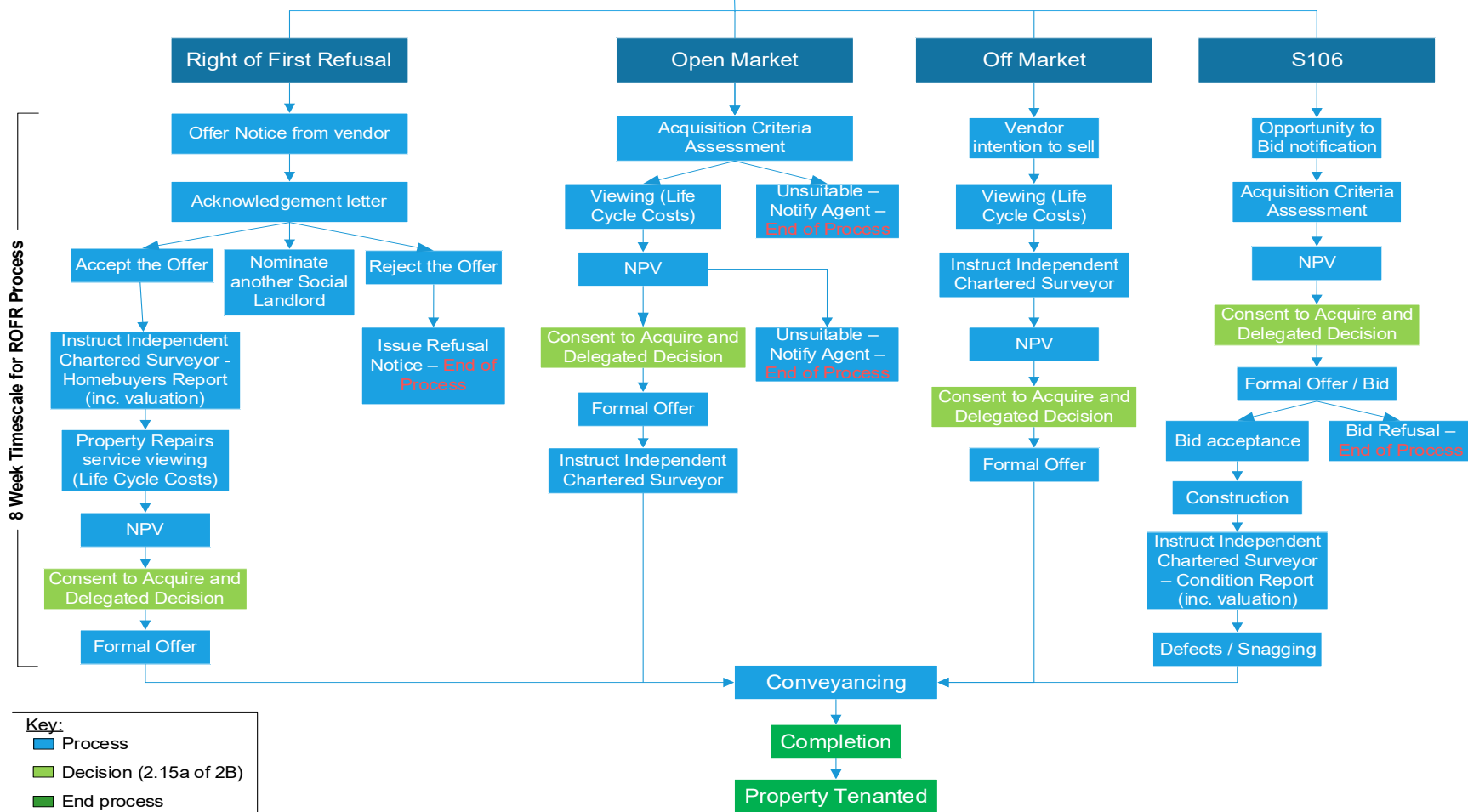
Privately owned dwellings do not always receive the same level of improvement works as those in public ownership. Sometimes this is because the owner (often a former Council tenant when the properties are on existing Council estates) is not financially able or willing to undertake improvement works. In these instances, the Council will consider the opportunity to purchase the property, evaluating viability against the improvement costs, future asset maintenance and management, prior to letting the dwelling as an additional social housing unit.

#### **h. Other**

From time to time there may be other opportunities to acquire property. In these circumstances, a business case will be prepared to demonstrate the financial viability of any proposed acquisition to demonstrate potential strategic value.

# 7 Acquisitions – Process Map and Approval Stages

## Acquisition Management Process 2022-2025



**Key:**  
 ■ Process  
 ■ Decision (2.15a of 2B)  
 ■ End process



## Approval

The approval of an acquisition will be determined by the relevant officer from the Change Unit or Communities and Homes, in consultation with the appropriate Chief Officer and the appointed officer from Finance and Performance, pursuant to paragraph 2.15(a) of Part 2B of the Council's Constitution. All information gathered will be presented in the format of a Consent To Acquire Certificate (Appendix 1) and a Delegated Decision (Appendix 2).

## 8 Implementation – Disposal Criteria

As services across the Council evolve to suit the needs of the borough, it is inevitable that the needs of its property will change, and disposal may be required. Over many years, the Council has disposed of areas of land and properties where it was considered that continued use was not an option for the Council, and they were of no strategic or social value. A formal approach will ensure that each potential disposal will be assessed on an individual basis and will be evaluated in a consistent manner. Prior to disposing of property, the financial implications will be considered alongside the relative merits in value for money terms and strategic value in addition to the social value of the property. The Council will aim to maximise its capital receipts, where possible, by enhancing the land prior to disposal; for example, by obtaining planning permission if this would result in a reasonable uplift in capital receipt after costs are considered.

A proposed disposal will only be progressed if the criteria below is met, and key benefits can be demonstrated. In all circumstances, progression to disposal will only take place following approval under delegated authority pursuant to paragraph 2.15(a) of Part 2B of the Council's Constitution.

All disposals will be subject to any necessary consents by the Secretary of State, where appropriate.

### Definition of a Disposal

The sale of the freehold, leasehold or lease of a term exceeding 7 years or more to a third party for a capital or revenue receipt.

### Streams of Disposal

1. **Open Market Sale** – advertise with an agent to determine best price.
2. **Off Market Sale** – instances may derive where realistically there is only one potential purchaser, and a private treaty sale may be considered.
3. **Formal Tendering** – invitation of sealed bids.
4. **Auction** – marketed in an auction process. A reserve price will be set if appropriate or if recommended by the auctioneer.
5. **Joint Development** – two or more parties working together to achieve a desired outcome.

### Disposal Criteria

Disposal criteria define how a property is assessed and is identified through the following:

- a. **Location** – where there is no demand for social housing identified by the housing waiting list or a property where the location detracts from ease of housing management and maintenance activity.
- b. **Build Type** – a property where the build type detracts from ease of housing maintenance.
- c. **Specific Interest** – a property may attract interest from a single party and



the potential receipt should be evaluated.

- d. **Negative Financial Contribution** – a property may not be economically viable to own, operate or maintain.
- e. **Use No Longer Required** – A property no longer used for the purpose it was acquired for with no future or strategic value.

#### a. Location

On occasions the location of a particular dwelling makes it difficult to let, manage or maintain. In these instances, consideration should be given to strategic disposal, particularly where the capital receipt anticipated can be demonstrated to deliver greater benefit elsewhere in the future provision of affordable housing. For example, where the receipt can be used to replace the dwelling with another / others in a location where there is housing need.

#### b. Build Type

The construction type of some of the housing stock is non-traditional. In some cases, this can make routine maintenance and future improvement of the dwelling difficult or impossible, particularly when it comes to energy efficiency works or adaptations.

In specific circumstances it may be beneficial to the Council to dispose of such property, with a view to replace the dwelling through the acquisition process with another of a traditional construction type.

#### c. Specific Interest

There may be instances where a property attracts interest from a 3<sup>rd</sup> party. A private treaty sale will be considered in instances where disposal of the property would:

- be advantageous to an adjoining landowner
- bring positive social, environmental, or economic benefit

#### d. Negative Financial Contribution

A negative financial contribution may occur when a property does not meet the desired letting standard or a condition survey highlights repair / maintenance liabilities or highlighted in capital accounting during a periodic review of the Asset Register.

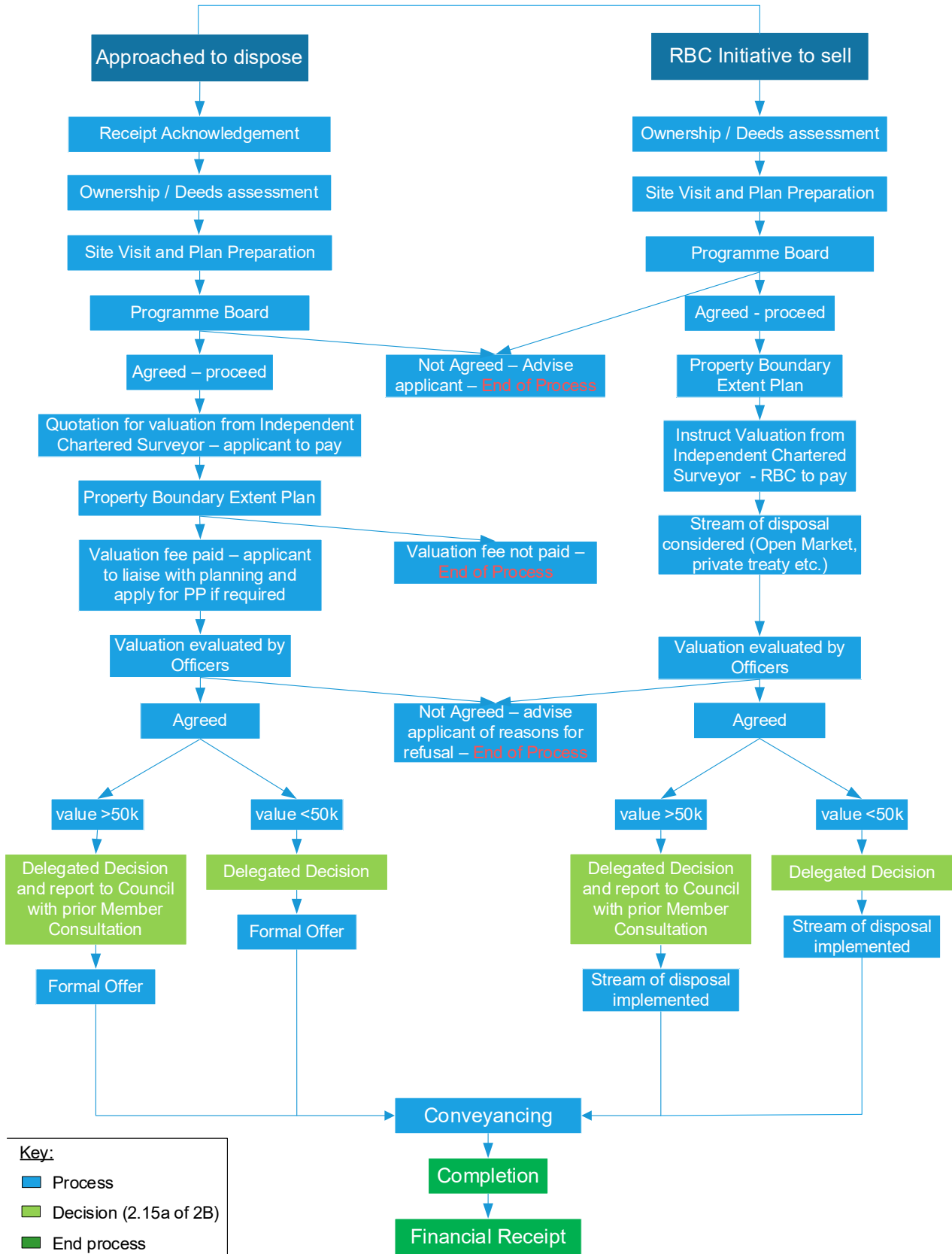
A property where the business case indicates a negative contribution to the business plan, or the use of excessive resources to derive the benefit, with anticipated costs of managing, maintaining, and improving to the required standard, are expected to outweigh the rental stream realisable, with no clear social benefit to retention. The property should actively be considered for disposal.

#### e. Use No Longer Required

A property no longer used for the purpose it was acquired for will be evaluated and accessed to determine if a receipt can be utilised better elsewhere.

# 9 Disposals – Process Map and Approval Stages

## Disposal Process 2022-2025



## Approval

The approval of a disposal will be determined depending on the value of the disposal. If the disposal is deemed to receive a receipt of over £50,000, the decision will be reported to Council in addition to determination by the relevant officer from the Change Unit or Communities and Homes, in consultation with the appropriate Chief Officer and the appointed officer from Finance and Performance, pursuant to paragraph 2.15(a) of Part 2B of the Council's Constitution. A template for recording delegated decisions in respect of disposals is set out in Appendix 3.

## 10 Resources, Monitoring & References

### Monitoring

The policy recognises and enables the Council to make timely decisions on purchases and disposals of property to meet the needs of the borough.

Regular internal meetings are held to discuss current statistics, opportunities, concerns or improvements to the property acquisition and disposal process.

All transactions are carried out in accordance with the Council's Anti-Fraud and Corruption Strategy.

### Reporting

Asset Management Members Working Group (AMMWG) meet on a regular basis throughout the year with statistics reported on acquisitions and disposals.

Delegated Decisions are completed for each acquisition / disposal and are published on the Council's webpage in line with The Openness of Local Government Bodies Regulations 2014.

### Resources

To meet expectations and meet the boroughs need, the Transformation Change Unit's Estates and Project Management Team manage and complete day-to-day administration of the acquisition and disposal process, in line with the criteria and process information identified in this policy. Additional internal resource is required from Property Repairs Service (PRS) and Legal and Governance to complete works such as viewings, repairs and conveyancing. Resource is required for approval from the Executive Director or relevant Chief Officer.

### References

Census, 2021,  
<https://www.ons.gov.uk/visualisations/censuspopulationchange/E07000220/> Accessed 27 September 2022

### Policy Review

Officers will review the Property Acquisition & Disposal Policy every 3 years or sooner if there is a significant change.

**Policy Date:** November 2022

**Review Date:** November 2025

## 11 Glossary of Terms

Acronym	Definition
<b>Acquisition</b>	The purchase of the freehold or leasehold property from a third party
<b>Affordable Rent</b>	Rent at least 20% below local market rents (including service charges where applicable) and where the landlord is a registered provider
<b>ALMO</b>	Arms-Length Management Organisation
<b>AMMWG</b>	Asset Management Members Working Group
<b>BCR</b>	Benefit Cost Ratio
<b>Consent to Acquire</b>	Document to consolidate information for delegated officer for sign-off noted in the Council's Constitution is paragraph 2.15 (a)
<b>Council</b>	Rugby Borough Council
<b>Delegated Decision</b>	Delegated Decision form is completed for each acquisition/disposal and published on the Councils webpage in line with The Openness of Local Government Bodies Regulations 2014
<b>Disposal</b>	The sale of the freehold, leasehold or lease of a term exceeding 7 years or more to a third party for a capital or revenue receipt
<b>LHNA</b>	Local Housing Needs Assessment
<b>HRA</b>	Housing Revenue Account
<b>NPV</b>	Net Present Value
<b>Property</b>	For the purpose of this policy, property is classified as land & buildings
<b>PRS</b>	Property Repairs Service
<b>PWLB</b>	Public Works Loan Board
<b>RBC</b>	Rugby Borough Council
<b>RP</b>	Registered Partner
<b>ROFR</b>	Right Of First Refusal
<b>RP</b>	Registered Partner
<b>RTB</b>	Right To Buy
<b>S106</b>	Section 106 of the Town and Country Planning Act – affordable housing built by developers pursuant to a planning obligation
<b>Strategic Acquisition</b>	A proactive acquisition to benefit long-term, Council strategic objectives

## 12 Appendices

### Appendix 1: Consent To Acquire Certificate

Transformation Change Unit

## Consent to Acquire Certificate

Address		Ward												
Property Type		Offer Range												
Return on Investment (financial appraisal)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Purchase Price</th> <th style="width: 15%;">Refurb Cost</th> <th style="width: 15%;">Target Rent</th> <th style="width: 15%;">NPV (30yr)</th> <th style="width: 15%;">NPV (40yr)</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Purchase Price	Refurb Cost	Target Rent	NPV (30yr)	NPV (40yr)					
	Purchase Price	Refurb Cost	Target Rent	NPV (30yr)	NPV (40yr)									
Strategic benefits of acquisition														
Likely cost of improvements / adaptations														
Open Market Value (improved condition)														
Proposal														
<b>Approved by (Insert Officers name)</b> <b>(Insert Officers Role)</b> (Approval for authorisation detailed within Paragraph 2.15(a) of Part 2B of Rugby Borough Council's Constitution)	Date													
	Signature													



**Appendix 2: Delegated Decision – Acquisition**

**DECISION UNDER DELEGATED POWERS**

Subject	Purchase of <b>(Insert Property address)</b>
Officer Requesting Decision	<b>(Insert Officers Role)</b>
Officer Making the Decision	<b>(Insert Officers Role)</b>
Authority for Decision	Paragraph 2.15(a) of Part 2B of Rugby Borough Council's Constitution
Recommendation	To purchase the property as set above in accordance with the price detailed in the Consent to Acquire and enter into the necessary transfer documents to complete the purchase.
Alternatives considered and rejected	<ol style="list-style-type: none"> <li>1. Not to purchase property</li> <li>2. To buy alternative property</li> </ol>
Decision	Approve recommendation
Reason	The acquisition of the property as set out above would provide a property in an area of high concentration of existing Council housing stock. To meet the identified housing needs of the borough and reduce the Council's housing waiting list.
Date	<b>Insert date authorising Officer signs</b>
Background Papers	Consent to Acquire Certificate, Homebuyers report, Life Cycle costings. These documents are "exempt information" for the purposes of regulation 9 of the Openness of Local Government Bodies Regulations 2014.
Decision record kept until	<b>Insert date (6 years from date of signature)</b>
Background papers kept until	<b>Insert date (4 years from date of signature)</b>

Signed.....

Dated.....



**Appendix 3: Delegated Decision – Disposal**



**DECISION UNDER DELEGATED POWERS**

Subject	Disposal of <b>(Insert Property address)</b>
Officer Requesting Decision	<b>(Insert Officers Role)</b>
Officer Making the Decision	<b>(Insert Officers Role)</b>
Authority for Decision	Paragraph 2.15(a) of Part 2B of Rugby Borough Council's Constitution
Recommendation	To dispose of the property as set above in accordance with the price detailed in valuation and enter documents to complete the disposal into the necessary transfer.
Alternatives considered and rejected	<ol style="list-style-type: none"> <li>1. Not dispose of property</li> <li>2. Retain ownership and RBC to develop</li> <li>3. Retain ownership and do nothing</li> </ol>
Decision	Approve recommendation
Reason	The disposal of the property as set out above would ease negative contribution to the business plan or resources. Anticipated costs of managing, maintaining, and improving to the required standard are expected to outweigh the capital receipt.
Date	<b>Insert date authorising Officer signs</b>
Background Papers	Valuation, Programme Board decision. These documents are "exempt information" for the purposes of regulation 9 of the Openness of Local Government Bodies Regulations 2014.
Decision record kept until	<b>Insert date (6 years from date of signature)</b>
Background papers kept until	<b>Insert date (4 years from date of signature)</b>



Signed.....

Dated.....