

Appendix B

Housing Revenue Account

Asset Acquisition & Disposal Approval Process

When a potential acquisition or disposal is identified, there is the need for the authority to respond within a reasonable time frame to ensure a successful outcome.

This will not necessarily fit within the existing committee timetable, so the process will require the use of urgent decision, to secure a purchase or sale.

Item	Action	Working Day
1	Potential acquisition / disposal identified	0
2	Instruct registered valuer to provide an independent valuation	0
3	Business Case prepared using external valuation obtained from a registered valuer	5
4	Business Case considered by Housing Management Team (in person or by e-mail) and vendor / purchaser notified of interest	7
5	Business Case presented as an Urgent Decision Paper for consideration by Executive Councillors for Housing and Strategy & Resources	9
6	Urgent Decision Paper circulated to Chairs and Opposition Spokespersons for Community Services and Strategy & Resources	11
7	Urgent Decision confirmed	16
8	Instruct Property Services to offer subject to surveys and arrange required surveys	17
9	Instruct Legal Services to arrange completion of purchase / sale	17 (just over 3 weeks)