South Derbyshire District Council

VOID DECORATION ALLOWANCES - Policy and Procedure

1.0 Introduction

1.1 This policy and procedure is intended to provide clarity for officers, tenants and tenant representatives in the efficient administration of decoration allowances given to incoming tenants.

2.0 The Allowance

2.1 Where the standard of decoration in an empty Council home is poor, or because of the particular circumstances of the tenant, a decorating allowance of £75.00, £150.00 or £200.00 may be initiated by the Void Inspector for the incoming tenant towards the cost of redecoration.

2.2 Payment is through the use of decorating vouchers which can be redeemed at a number of B & Q retail outlets which are listed in a letter provided to new tenants.

2.3 The amount payable is a contribution towards the cost of decorating it is not intended to cover all costs of painting and decorating.

3.0 Issue of Allowance

3.1 Following inspection of the void property, the Voids Officer shall complete the tenant details where known and amount of Allowance on the Decoration Voucher Authorisation form. Within 3 days of the inspection, the Voids Officer will forward the form to the Business Support Team Leader.

3.2 The Business Support Team Leader and the Housing Assistant (Finance) are authorised to issue the Decoration Vouchers. The vouchers should be kept in a secure cabinet, with the voucher serial numbers noted on a control sheet upon receipt into the Council. As the vouchers are issued this will be entered alongside the serial numbers on the control sheet and the same numbers recorded on the individual Decoration Voucher Authorisation form.

3.3 The Vouchers will be issued to a Tenant Liaison Officer, who will sign to evidence receipt of the vouchers. The Tenant Liaison Officer will then issue the vouchers to the tenant, and obtain the tenant's signature upon receipt of the vouchers. The completed Decoration Voucher Authorisation form will be held by the Business Support Team Leader, to evidence correct procedure.