

**RISK LEVEL 3 & 4 Recommendations implemented between 09 November 2013 and 31 January 2014**

Code & Title	Description	Risk level	Assigned To	Due Date	Completed	Comment
1213 OP-K09r 02 HOUSING REPAIRS	<p>It is recommended that a process is in place to monitor credit notes received as well as to ensure it communication to the Post Inspection Surveyor.</p> <p>This should allow the records to be completed on discrepancies raised and enables a follow up of any outstanding credit due to the Council.</p>	3	Housing Business & Performance Manager	31-Dec-13	31-Dec-13	We have arranged for any credit notes to be forwarded to the Repairs Surveyors by the Housing Finance Assistant so that they can confirm if they relate to any Post Inspection Works and the payment of the credit monitored.
1314 OP25 - 02 HOUSING RENTS DEPOSIT SCHEME	<p>It is recommended that</p> <p>a) Rent Deposit Scheme Register on debts owing due to rent arrears &amp; damages to property is maintained.</p> <p>b) the amount of current debts owed is confirmed with King Street Housing Society; commencing from the inception of the scheme to the present day for the purpose of this Register.</p>	3	Assistant Director Housing & Environment	31-Dec-13	10-Jan-14	<p>We have given notice to terminate scheme with King Street as from 31/3/2014.</p> <p>We are keeping a register of debts, the amount owed and outstanding liabilities etc will all need to be finalised with King Street as of the end of March. It is anticipated that outstanding tenancies will continue under King Street until these are all ended.</p>
1314 OP25 - 03 HOUSING RENTS DEPOSIT SCHEME	<p>It is recommended that</p> <p>a) confirmation is sought from King Street Housing Society that all information now received relating to the Kings Street Housing Society debt recovery through instalments scheme is accurate and up to date</p> <p>b) that following this confirmation a reconciliation is carried out to UDC records to ensure all debt records are accurate and up to date within Rent Deposit Scheme Register.</p>	3	Assistant Director Housing & Environment	14-Nov-13	14-Nov-13	We are keeping a register of debts, the amount owed and outstanding liabilities etc will all need to be finalised with King Street as of the end of March. It is anticipated that outstanding tenancies will continue under King Street until these are all ended.
1314 OP30 - 01 HOUSE SALES	<p>It is recommended that:-</p> <p>a) Immediate action is taken to change the discount rule formula setup in Northgate System to the prescribed new rule.</p> <p>b) Advice is sought from Central Government to establish the need to adjust the Capital Receipts Pooling Return forms.</p> <p>c) Advice is sought from Finance on the impact to the Housing Revenue Account.</p>	4	Housing Business & Performance Manager	18-Jan-14	08-Jan-14	implemented immediately. UDC External Consultant confirmed that the implications to the HRA are minimal (around £8k).