

## Action Plan

## 1 The Ridgeway

Appendix 2

Recommendation		Officer	Priority	Agreed?	Comments	Implementation Date
3.3a.& 3.4.	In cases where it is identified that a tenant has illegally allowed possession to be taken by a third party the council takes immediate steps to repossess the property. If an exception to this is required, the sanction of the Head of Finance & Governance and an Executive Director is required.	Valuation & Estates Manager	Medium	Yes	With immediate effect	Reviewed December 2014  Implemented
3.3b.	All new tenants must be financially vetted prior to a lease being granted. Additionally original identification documents must be obtained, in order that the Council complies with Money Laundering Regulations. Additional training will be given to keys officers regarding Money Laundering Regulations.	Valuation & Estates Manager	Medium	Yes	With immediate effect	Reviewed December 2014  Implemented
3.3.c	To ensure that bona fide references are obtained in all cases for Tenants and Guarantors and suitability checks are obtained, for example: (business plans, formal identification etc.).	Valuation & Estates Manager	Medium	Yes	With immediate effect	Reviewed December 2014  Implemented

Recommendation		Officer	Priority	Agreed?	Comments	Implementation Date
3.15.	<p>Procedures need to be reviewed and updated to ensure that;</p> <ul style="list-style-type: none"> <li>• Appropriate action and responses to memos and e-mails are taken in a timely manner.</li> <li>• Communication links between all interested parties relating to leases, rent and debt recovery are improved.</li> </ul>	<p>Valuation &amp; Estates Manager</p> <p>Legal Practice Manager</p>	Medium	Yes	To be implemented by 30 <sup>th</sup> November '14	<p>Reviewed December 2014</p> <p>Implemented</p>

 **High = Fundamental System Weakness – Action is Essential**

 **Medium = Potential Control Weakness – Action Required**

 **Low = Advised for Best Practice**