

Code & Title	Audit Reference	Audit Area	Main Contact	Recommendations	Priority	Status Description	Original Date Due for Completion	Revised Date Due for Completion	Latest Note
SAUDHSG002A HMO Licensing Policy	Audit Lincs	Housing	Housing Landlord Manager	Policy should be reviewed and if necessary updated.	Medium	Outstanding (With Agreed Extension)	31-Dec-15	31-Jan-18	Agreed with Landlord Services Manager to extend to 31 January 2018 at which point this will be completed.
SAUDHSG002C HMO non licensable properties	Audit Lincs	Housing	Housing Landlord Manager	As part of any policy review, the Council may wish to consider its approach to the review of non licensable HMO properties Including pro-active as well as re-active options. It would be beneficial to try and update the previous exercise to try and assess the current scale of non-licensable HMO's within the District.	Medium	Outstanding (With Agreed Extension)	31-Dec-15	31-Mar-18	Some work underway, however more work needed therefore date of the end of March 2018 is more practical
SAUDHSG002E HMO Procedures	Audit Lincs	Housing	Housing Landlord Manager	Review, update and consider extending HMO procedures.	Medium	Outstanding (With Agreed Extension)	31-Dec-15	31-Mar-18	The team is currently being established and training needs assessed, two new officers have also been recruited. Procedures will be updated as part of the team settling into their new roles.
SAUDHSG002G HMO Website	Audit Lincs	Housing	Housing Landlord Manager	Review and update the HMO / private sector housing website; in particular ensure that the application form is changed as soon as possible	Medium	Outstanding (With Agreed Extension)	31-Dec-15	31-Mar-18	Revised date of 31 March 2018 agreed, however will be revisited to address progress in December 2017.
SAUDHSG004A Car Park Income Unders and Overs	Income	Car Parks	Communities Manager	The level of unders and overs from car park income should be monitored to ensure they are not excessive. Periodic spot checks should be carried out on income received for each car park back to ticket machines totals.	High	Outstanding (With Agreed Extension)	31-Jan-17	31-Mar-18	Report to be tabled at Strategic Moving Forward by January 2018 in order for car park card payment equipment to be fitted by March 2018.

SAUDHSG004B Car Park Income Coding	Income	Car Parks	Communities Manager	Car park income project codes should be checked to identify any income miscoded and the coding should be corrected.	Medium	Outstanding (With Agreed Extension)	31-Mar-17	31-Mar-18	Report to be tabled at Strategic Moving Forward by January 2018 in order for car park card payment equipment to be fitted by March 2018. Card payments at source will provide better car park coding
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