

## **Annex D – YorHome Assurance Action Plan**

### **Activities undertaken prior to audit report:**

- Review of/ reduction in officer delegations below Chief Officer level
- Extended DMT (Service Manager level) training on financial controls and decision making. To be repeated annually.

| <b>Item arising from the Phase 1 audit report</b>                                                  | <b>Action</b>                                                                                                                                             | <b>Completed</b>            |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Approval or rectification of the 10 agreements identified by the original legal investigation work | Working with external and internal legal advisors all the arrangements are being reviewed with an aim to reset the arrangements on an appropriate footing | In progress                 |
| Re-approval of YorHome's delivery model with clear delegations in place to deliver the service     | Completed                                                                                                                                                 | Delegations being finalised |
| Clarify process of Executive approval of leases including Value For Money checks                   | Flowchart and process in place                                                                                                                            | Complete                    |
| Legal and financial due diligence checks of the property                                           | Flowchart and process in place                                                                                                                            | Complete                    |
| Legal and financial due diligence checks of the landlord                                           | Flowchart and process in place                                                                                                                            | Complete                    |
| Refresh all standard agreements                                                                    | New agreements in complete or in development for standard arrangements going forward drafted by legal experts                                             | In Progress                 |

| <b>Item arising from the Phase 1 audit report</b>                | <b>Action</b> | <b>Completed</b> |
|------------------------------------------------------------------|---------------|------------------|
| Secure replacement documents where missing or partially complete | Complete      | Complete         |
| Appropriate rental agreements are in place with each tenant.     | In progress   | In progress      |

**Other activities undertaken after audit report:**

- External Legal asked to give advice on Renters Rights Act and Awaab's Law and impact on the work of the lettings agency.