

Five Year Audit Plan @ 01 November 2016

	Audit Area	Managed Audit / A.G.S	2016/17	2017/18	2018/19	2019/20	2020/21
Cross Cutting							
	Site Cash Ups	✓	3	5	3	5	3
	Corporate Governance & Scrutiny	✓		12		12	
	Single Data Set	✓	5	5	5	5	5
	Security of Premises		2	2	2	2	2
	Access Cards			8			
Corporate & Financial Management							
	Contract Management Audits			15	15	15	15
	Health and Safety				8		5
	Performance Management of Staff				10		
	Recruitment and Retention					10	
	Sickness/Leave/Flex Absence & Flexible Working		10				
	Creditors (including CI scheme)	✓	5	10	5	5	10
	General Ledger	✓	10	5	5	10	5
	Risk Management	✓	7		7		7
	Treasury Management	✓	5	5	8	5	5
	Procurement		5				
	Purchasing cards		3			3	
	General IT - (to be allocated)		25	25	25	25	25
	Budgetary Control						10
	BCP / Emergency Planning		8				8
	Insurances				8		
	VAT					15	
Commercial							
	CCTV + Helpline				12		
	Commercial and Investment Property			10			10
	Building Control Fees			8			8
	Cemetery and Crematorium			7			10
	Housing Rents (shared audit with CBH)	✓	5	5	5	10	5
	Management of Expenditure CBH	✓		8			8
	Homelessness / Housing Needs Register			10			10
	S106 Monies				10		
	RTB			10			
	Events		10				10
	Garden Communities				10		
	Planning Policies - consultants and salaries						10
	Hire of Stadium				10		
	Green spaces						10
	Grant claiming					10	
	Establishment of LDV					10	
Community							
	Museums - Merged Services inc. Admissions, Shops and Inventories	✓	12	12	15	12	15
	Zone Working				10		
	Lion Walk Activity Centre				5		
	Highwoods Country Park			8			
	Use of equipment / vehicles		8				
	Contracting with 3rd Parties		8				
	Use of Grant funding		8				
Customer Services							
	Debtors	✓	10	5	5	10	5
	Corporate Debt (including bailiffs)				10		
	Council Tax	✓	10	5	5	10	5
	Housing Benefit / Local Tax Support Scheme	✓	12	12	12	12	12
	Housing Benefit Overpayments	✓		8			8
	NNDR / Business Rates	✓	10	5	5	10	5
	Discretionary Housing Payments & Exceptional Hardship Payments				8		

Operational								
	Fuel Usage		10					
	Parking Services Income / Partnership	✓	15	15	15	15	15	15
	Waste Management			10				
	Leisure World - Core functions, includes joint use centres	✓	10	10	10	10	10	10
	Leisure World - Other - inc catering and bars		10					
	Fleet Management					10		
Professional Services								
	Food Control					8		
	Animal / Pest Control				8			
	Planning Fees			10				10
	Corporate PSU / Management Arrangements	Bought forward from 2015/16						
	Private Sector Housing - Financial Assistance - DFG				10			
	Freedom of Information			7				
	Complaints		8					
	Payroll	✓	10	10	7	10	7	7
	Abandoned vehicles							6
	Allotment and Beach Huts		8					
	Environmental Protection					8		
	Licensing - alcohol and entertainment, gambling		8					
	Land charges		7					
	Licensing for taxis			8				
	HMO		7					
	Rechargeable works					8		
	Proceeds of crime							8
	Electoral registration - possible use of spare days 16/17							
	Total No. of Days		274	275	273	265	287	