

Five Year Audit Plan @ 01 February 2018

	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	0	2	2
	Access Cards				8		
Colchester Commercial Holdings							
	CCTV + Helpline				12		
	Commercial and Investment Property			10			10
	Events			10			10
	Hire of Stadium				3		
	Establishment of LDV					10	
	Leisure World - Core functions, includes joint use centres	✓	10	10	10	10	10
	Leisure World - Other - inc catering and bars		10				
Communities							
	Cemetery and Crematorium			7			10
	Green spaces						10
	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				
	Abandoned vehicles						6
	Allotment and Beach Huts		8				
Customer							
	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		
	Corporate PSU / Management Arrangements		10				
	Utility bills				5		
	Freedom of Information			7			
	Complaints		8				
Environment							
	Building Control Fees			8			8
	Fuel Usage		10				
	Parking Services Income / Partnership	✓	15	15	15	15	15
	Waste Management			10			
	Fleet Management					10	
	Food Control					8	
	Animal / Pest Control				8		
	Private Sector Housing - Financial Assistance - DFG				10		
	Environmental Protection					8	
	Licensing - alcohol and entertainment, gambling		8				
	Land charges		7				
	Licensing for taxis			8			
	HMO		7				
	Rechargeable works					8	
	Electoral registration						
Policy & Corporate							

Shared with CBH

Contract Management Audits			15	15	15	15
Health and Safety				8		5
Performance Management of Staff				5		
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						
Purchasing cards		3			3	
General IT - (to be allocated)		25	25	25	25	25
Budgetary Control						10
BCP / Emergency Planning		8				8
Insurances				8		
Proceeds of crime						8
S106 Monies				10		
Planning Policies - consultants and salaries						10
Planning Fees			10			10
Payroll	✓	10	10	7	10	7
Garden Communities				10		
VAT					15	
HUB processes and procedures				3		
Housing Rents	✓	5	5	5	10	5
Management of Expenditure CBH	✓		8			8
Homelessness / Housing Needs Register			10			10
RTB			10			
Total No. of Days		269	277	275	255	287