

Five Year Audit Plan @ 01 January 2020							
	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		
Communities							
	Building Control Fees			8			8
	Cemetery and Crematorium			7			10
	Museums - Merged Services inc. Admissions, Shops and Inventories	✓	12	12	15	12	10
	Lion Walk Activity Centre				5		
	Food Control					8	
	Use of Grant funding		8				
	Animal / Pest Control				8		
	Private Sector Housing - Financial Assistance - DFG				10		
	Environmental Protection					8	
	Licensing - alcohol and entertainment, gambling		8				
	Rechargeable works					8	
	Licensing for taxis			8			
	HMO		7				
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		
	Land charges		7				
	Freedom of Information			7			
	Electoral registration						
	Complaints		8				
Environment							
	Fuel Usage		10				
	Green spaces						5
	Allotment and Beach Huts		8				
	Parking Services Income / Partnership	✓	15	15	15	15	15
	Waste Management			10			
	Fleet Management					10	
	Highwoods Country Park			8			
	Zone Working				10		
	Use of equipment / vehicles		8				
	Contracting with 3rd Parties		8				
	Abandoned vehicles						6
Corporate & Improvement							
	Contract Management Audits			15	15		15
	Procurement / Purchasing					15	
	Purchasing cards		3			3	
	Health and Safety				8		7
	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
	General IT - (to be allocated)		25	25	25	25	25
	Budgetary Control						10
	BCP / Emergency Planning		8				
	Insurances				8		

	Payroll	✓	10	10	7	10	7
	VAT					15	
Place & Client Services							
	S106 Monies				10		
	Planning Policies - consultants and salaries						10
	Planning Fees			10			10
	Garden Communities				10		
Joint with Colchester Commercial Holdings Ltd							
	CCTV + Helpline				12		
	Commercial and Investment Property			10			0
	Events			10			10
	Hire of Stadium				3		
	Leisure World - Core functions, includes joint use centres	✓	10	10	10	10	10
	Leisure World - Other - inc catering and bars		10				
	CCHL / CBC contract management and governance						10
	Additional testing for CBC corporate audits					7	7
	CCH allocated days					15	15
Joint with Colchester Borough Homes							
	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	267	285