

Audit Code	Audit Area	Year Last Audited	Days 2016/17	Days 2017/18	Days 2018/19	Days 2019/20	TOTAL
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CORE FINANCIAL AUDITS (- Annual)

CORE 1	Council Tax and NNDR	2015/16	20	20	20	20	80
CORE 2	Income and Cash Collection	2015/16	15	15	15	15	60
CORE 3	Main Accounting System (including Deeds Testing)	2015/16	25	25	25	25	100
CORE 4	Housing Benefits	2015/16	20	20	20	20	80
CORE 5	Creditors	2015/16	15	15	15	15	60
CORE 6	Housing Rents (including rent arrears)	2015/16	20	20	20	20	80
CORE 7	Treasury and Cashflow Management	2015/16	5	5	5	5	20
CORE 8	Payroll	2015/16	15	15	15	15	60
CORE 9	Recovery	2015/16	15	15	15	15	60
CORE 10	Car Parking Income} alternate years	2014/15	15		15		30
CORE 10	Trade Waste }	2015/16		15		15	30
CORE 11	ICT Core Audit	2015/16	5	5	5	5	20
TOTAL CORE FINANCIAL AUDITS			170	170	170	170	630

SYSTEMS AUDITS (Risk Based- mainly 4-yearly)**Human Resources (Jill May)**

HUR1	Time Recording System	2014/15			10		10
HUR2	Sickness and Other Time Off	2012/13	10				10
HUR3	Recruitment, Selection	2015/16				5	5
HUR4	Appraisals and Training	2015/16				10	10
HUR5	Travel and Subsistence (incl Pool cars)	2013/14		10			10
HUR6	Standby	2012/13	5				5
HUR7	JE	2015/16			10		10
Human Resources Total			15	10	20	15	60

Financial Services & Procurement (Andrew Jarrett)

FIN1	VAT(2-yearly)	2014/15	10		10		20
FIN 2	Insurance(2-yearly)	2015/16		10		10	20
FIN3	Leasing and asset management (Vehicles/Equipment/IT)	2014/15			10		10
FIN4	Procurement (2-yearly)	2015/16		20		20	40
FIN5	Contract Register & Contracts (2-yearly)	2014/15	20		20		40
Financial Services & Procurement Total			30	30	40	30	130

ICT (Christina Cross)

ICT1	Telephones - Fixed and Mobile	2014/15			5		5
ICT3	Computer Inventory - hardware and software	2012/13		10			10
ICT4	Data Protection & IS (2-yearly)	2014/15	10		10		20
ICT5	Freedom of Information	2015/16				10	10
ICT6	Gazateer Management - Street Naming & Numbering	2014/15				5	5
ICT7	Local Land Charges	2010/11	5				5
ICT Total			15	10	15	15	55

Planning (Jenny Clifford)

PLA1	Building Control (incl income and all other areas)	2012/13	10				10
PLA2	Development Control including enforcement	2013/14		10			10
PLA3	Listed Buildings and Conservation Areas	2015/16				10	10
PLA4	Forward Planning	2013/14			10		10
Planning Total			10	10	10	10	40

Public Health Services (Jill May)

PHS1	Environmental Health Commercial	2008/09		15			15
PHS2	Environmental Health Protection	2008/09	15				15
PHS3	Corporate Health & Safety incl Homeworking/Loneworking (2yrs)	2015/16		10		10	20
PHS4	Licensing Services	2012/13	10				10
PHS5	Private Sector Housing	2015/16				10	10
Public Health Services Total			25	25	0	20	70

Leisure (Jill May) one a year

LEI1	Exe Valley Leisure Centre (incl income and all other areas)	2012/13	15			15	30
LEI2	Culm Valley Sports Centre (incl income and all other areas)	2015/16			15		15
LEI3	Lords Meadow Leisure Centre (incl income and all other areas)	2014/15		15			15
Leisure Total			15	15	15	15	60

Legal & Democratic Services (Amy Tregellas)

L&D1	Members Allowances	2011/12	10				10
L&D2	Gifts & Hospitality/Register of Interests (annual)	2015/16	5	5	5	5	20
L&D3	Legal Services	2015/16			10		10
Legal & Democratic Total			15	5	15	5	40

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Street Scene (Andrew Jarett)

SSS1	Refuse & Recycling (2 yearly)	2015/16		20		20	40
SSS2	Vehicles & Fuel (including inventory & maintenance)	2015/16			20		20
SSS3	District Officers	2011/12	10				10
SSS4	Street Cleansing & Public Cleaning		5				5
Street Scene Total			15	20	20	20	75

Customer Services (Liz Reeves)

CSE1	Customer Care/Complaints	2012/13	10				10
CSE2	Electronic payments/online forms/social media	2015/16		10		10	20
Customer Services Total			10	10	0	10	30

Housing & Property Services (Nick Sanderson)

HPS1	Care Services (Alarm Income)	2010/11	5				5
HPS2	Repairs and Maintenance	2014/15			20		20
HPS3	Stores	2015/16				10	10
HPS4	Health & Safety Management Arrangements incl Estate Inspections (2-yearly)	2014/15	10		10		20
HPS5	Emergency Planning (also Business Continuity Planning) (2yrs)	2015/16		10		10	20
HPS6	Cemeteries & Bereavement Services		5				5
HPS7	Grounds Maintenance (Parks & Open Spaces)	2013/14		10			10
HPS8	Voids Management Arrangements	2009/10	5				5
HPS9	Lettings	2011/12	5				5
HPS10	Housing Homeless Persons	2013/14		10			10
HPS11	Service Charges	2015/16				10	10
HPS12	Electoral Registration & Elections	2013/14		10			10
Housing & Property Services Total			30	40	30	30	130

Economic & Community Development (Amy Tregellas)

CDE1	Grants, subscriptions & donations	2015/16				10	10
CDE2	Community Engagement & Consultation		10				10
CDE3	Economic Regeneration	2014/15			10		10
CDE4	Markets	2014/15		10			10
Economic & Community Development Total			10	10	10	10	40

SYSTEMS AUDITS TOTAL

190	185	175	180	730
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ASSURANCE WORK

	Data Quality Assurance Checks		15	15	15	15	60
	DAP peer review		5	5	5	5	20
	Spar		30	30	30	30	120
Assurance Work Total			50	50	50	50	200

OTHER WORK

	Fraud/Irregularity/Consultancy/Contingency		96	101	111	106	413
Other Work Total			96	101	111	106	413

SUMMARY

Available Audit Days	506	506	506	506
Core Systems	170	170	170	170
Systems Audits	190	185	175	180
Assurance Work	50	50	50	50
Other Work	96	101	111	106
TOTAL	506	506	506	506