

Audit Code	Audit Area	Year Last Audited	Days 2017/18	Days 2018/19	Days 2019/20	Days 2020/21	TOTAL
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CORE FINANCIAL AUDITS (- Annual)

CORE 1	Council Tax and NNDR	2016/17	20	20	20	20	80
CORE 2	Income and Cash Collection	2016/17	15	15	15	15	60
CORE 3	Main Accounting System (including Deeds Testing)	2016/17	20	20	20	20	80
CORE 4	Housing Benefits	2016/17	20	20	20	20	80
CORE 5	Creditors	2016/17	10	10	10	10	40
CORE 6	Housing Rents (including rent arrears)	2016/17	20	20	20	20	80
CORE 7	Treasury and Cashflow Management	2016/17	5	5	5	5	20
CORE 8	Payroll	2016/17	15	15	15	15	60
CORE 9	Recovery	2016/17	15	15	15	15	60
CORE 10	Car Parking Income} alternate years	2016/17		15		15	30
CORE 10	Trade Waste }	2015/16	15		15		30
CORE 11	ICT Core Audit	2016/17	5	5	5	5	20
TOTAL CORE FINANCIAL AUDITS			160	160	160	160	640

SYSTEMS AUDITS (Risk Based- mainly 4-yearly)**Human Resources (Jane Cottrell)**

HUR1	Time Recording System	2014/15		10			10
HUR2	Sickness and Other Time Off	2016/17				15	15
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	JE	2015/16			10		10
HUR7	Corporate Health & Safety incl Homeworking/Loneworking (2yrs)	2015/16		10		10	20
HUR8	Safeguarding		10				10
Human Resources Total			20	25	20	25	90

Financial Services & Procurement (Vacancy)

FIN1	VAT(2-yearly)	2016/17		10		10	20
FIN2	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	40	30	30	130

ICT (Liz Reeves)

ICT1	Telephones - Fixed and Mobile	2014/15			5		5
ICT2	Computer Inventory - hardware and software	2012/13	10				10
ICT3	Data Protection & IS (2-yearly)	2016/17		10		10	20
ICT4	Freedom of Information	2015/16			10		10
ICT5	Gazateer Management - Street Naming & Numbering	2014/15		5			5
ICT Total			10	15	15	10	50

Planning (Jenny Clifford)

PLA1	Building Control (incl income and all other areas)	2012/13	10			10	20
PLA2	Development Control	2013/14		10			10
PLA3	Listed Buildings and Conservation Areas	2015/16			10		10
PLA4	Forward Planning	2013/14		10			10
PLA5	Enforcement		10			10	20
Planning Total			20	20	10	20	70

Public Health Services (Simon Newcombe)

PHS1	Environmental Health	2008/09	15				15
PHS2	Licensing Services	2016/17				10	10
PHS3	Private Sector Housing	2016/17			10		10
Public Health Services Total			15	0	10	10	35

Leisure (Andrew Pritchard) one a year

LEI1	Exe Valley Leisure Centre (incl income and all other areas)	2016/17				20	20
LEI2	Culm Valley Sports Centre (incl income and all other areas)	2015/16			20		20
LEI3	Lords Meadow Leisure Centre (incl income and all other areas)	2014/15		20			20
Leisure Total			0	20	20	20	60

Legal & Democratic Services (Jill May)

L&D1	Members Allowances	2016/17				10	10
L&D2	Gifts & Hospitality/Register of Interests (2 yearly)	2016/17	5		5		10
L&D3	Electoral Registration & Elections	2013/14	10				10
L&D4	Local Land Charges	2016/17				10	10
L&D5	Legal Services	2015/16		10			10
Legal & Democratic Total			15	10	5	20	50

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Street Scene (Stuart Noyce)

SSS1	Refuse & Recycling (2 yearly)	2016/17		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		10	10	10	10	40
Customer Services Total			20	10	10	10	50

Housing & Property Services (Andrew Pritchard)

HPS1	Care Services (Alarm Income)	2010/11	5				5
HPS2	Repairs and Maintenance	2014/15		20			20
HPS3	Stores	2016/17				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	2016/17			10		10
HPS7	Grounds Maintenance (Parks & Open Spaces)	2013/14	10				10
HPS8	Voids Management Arrangements	2016/17				10	10
HPS9	Lettings	2016/17			10		10
HPS10	Housing Homeless Persons	2013/14	10				10
HPS11	Service Charges	2015/16			10		10
HPS12	Standby	2016/17				5	5
Housing & Property Services Total			35	30	40	35	140

Economic & Community Development (John Bodley-Scott)

CDE1	Grants, subscriptions & donations	2015/16			10		10
CDE2	Community Engagement & Consultation	2016/17				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	200	190	210	790
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ASSURANCE WORK

	Spar/Data Quality		0	0	0	0	0
Assurance Work Total			0	0	0	0	0

OTHER WORK

	Fraud/Irregularity/Consultancy/Contingency		45	35	45	25	150
Other Work Total			45	35	45	25	150

SUMMARY							
Available Audit Days			343	343	343	343	
Management			52	52	52	52	
Core Systems			160	160	160	160	
Systems Audits			190	200	190	210	
Assurance Work			0	0	0	0	
Other Work			45	35	45	25	
TOTAL			395	395	395	395	