

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	10	10	10	10	40
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			155	155	155	155	620

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)	2017/18			10		10
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	30	40	20	120

ICT (Liz Reeves)

ICT1	Telephones - Fixed and Mobile	2014/15			5		5
ICT2	Computer Inventory - hardware and software	2012/13	5				5
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			5	15	15	10	45

Planning (Jenny Clifford)

PLA1	Building Control (incl income and all other areas)	2012/13		10		10	20
PLA2	Development Control	2013/14	15				15
PLA3	Listed Buildings and Conservation Areas	2015/16			10		10
PLA4	Forward Planning	2013/14		10			10
PLA5	Enforcement		10			10	20
Planning Total			25	20	10	20	75

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
PHS4	Emergency Planning (also Business Continuity Planning) (2yrs)	2015/16		10		10	20
Public Health Services Total			15	10	10	20	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	40
Leisure Total			20	20	20	20	80

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			10	15	10	15	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
SSS5	Grounds Maintenance (Parks & Open Spaces)	2013/14	10				10
Street Scene Total			25	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		20
Customer Services Total			20	0	10	0	30

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
HPS6	Cemeteries & Bereavement Services	2016/17				10	10
HPS8	Voids Management Arrangements	2016/17				10	10
HPS9	Lettings	2016/17			10		10
HPS10	Housing Options	2013/14	10				10
HPS11	Service Charges			10			10
HPS12	Standby	2016/17				5	5
Housing & Property Services Total			25	30	20	35	110

Economic & Community Development (John Bodley-Scott)

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			20	10	10	0	40

SYSTEMS AUDITS TOTAL

215	195	185	185	750
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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		25	45	55	55	180
Other Work Total			25	45	55	55	180

SUMMARY**Available Audit Days**

343 343 343 343

Management

52 52 52 52

Core Systems

155 155 155 155

Systems Audits

215 195 185 185

Assurance Work

0 0 0 0

Other Work

25 45 55 55

TOTAL

395 395 395 395