

# Appendix 3 to agenda item 10

Individual progress plan as at .....1 April 13										Appendix 3	Balance
Individual Audit Plan for 2013-2014											
		Stephen	Actual	Kevin	Actual	Ann	Actual	Julie	Actual		
<b>Audits for 2013-2014 and Other Chargeable Work</b>	<b>958</b>	<b>260</b>		<b>203</b>		<b>235</b>		<b>260</b>			
<b>Audits</b>	<b>Audit Days</b>										
Reconciliations Review	10							10		10	
Debt recovery Review	10									10	
S106 Review	10	10								10	
Security of Assets	15			15						15	
Safety Inspection - Allianz	20							20		20	
CDC Business Continuity	10			10						10	
Emergency Planning	10			10						10	
Data Protection/Freedom Of Information Review	15							15		15	
CPE/Car Parks	15			15						15	
Project Management	10					10				10	
Value for Money	10							10		10	
Contracts	20					20				20	
Records Management/Data Quality	10							10		10	
Rent Deposit Scheme Review	10			10						10	
Housing Benefits and Council Tax Support	15							15		15	
Property/Estates and Shops	20			20						20	
Service Reviews	15					15				15	
Carry Forwards	70	25		15		15		15		70	
	<b>295</b>	<b>35</b>	<b>0</b>	<b>95</b>	<b>0</b>	<b>70</b>	<b>0</b>	<b>95</b>	<b>0</b>		
<b>Annual Activity</b>											
Audit Reviews	10	10								0	
Chichester Contract Services Quality Audits	20	20								0	
Corporate Advice	10	3		2		2		3		10	
Contingency	113	19		39		20		35		113	
Partnership & AGS	20	20								20	
AGS Evidence	10	10								10	
PSIAS	20	20								20	
IAS	50					25		25		50	
Individual Service Risk Registers and Corporate Risk Register	5	5								5	
NFI	20					20				20	
Internet and e-mail	5							5		5	
Performance Standards	5					2.5		2.5		5	
Mileage	5					2.5		2.5		5	
Follow Ups	20					10		10		20	
Fraud review	17			17						17	
<b>Chargeable Work</b>	<b>625</b>	<b>142</b>	<b>0</b>	<b>153</b>	<b>0</b>	<b>152</b>	<b>0</b>	<b>178</b>	<b>0</b>		
Management	33	31		2						33	
Administration	58	15		11		16		16		58	
Elections	2	1				1				2	
Committee Reports and Attendance	10	10								10	
Training	33	9		6		9		9		33	
Meetings	40	11		7		11		11		40	
Holidays	147	38		23		43		43		147	
Sickness	10	3		1		3		3		10	
<b>Non-Chargeable Work</b>	<b>333</b>	<b>118</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>83</b>	<b>0</b>	<b>82</b>	<b>0</b>		
<b>Total</b>	<b>958</b>	<b>260</b>	<b>0</b>	<b>203</b>	<b>0</b>	<b>235</b>	<b>0</b>	<b>260</b>	<b>0</b>	<b>958</b>	
<b>Chargeable Work %</b>		<b>55%</b>	<b>#DIV/0!</b>	<b>70%</b>	<b>#DIV/0!</b>	<b>70%</b>	<b>#DIV/0!</b>	<b>70%</b>	<b>#DIV/0!</b>		
<b>Non-chargeable Work %</b>		<b>45%</b>	<b>#DIV/0!</b>	<b>30%</b>	<b>#DIV/0!</b>	<b>30%</b>	<b>#DIV/0!</b>	<b>30%</b>	<b>#DIV/0!</b>		

Contingency use.

Total 0.00 0.00 0.00 0.00 0.00

Completed   
 Current work   
 Ongoing