

Individual Audit Plan for 2019 - 2020							
			Steve James	Louise Northcott	Ann Kirk	Julie Ball	TOTAL
<b>Audits for 2019 - 2020 and Other Chargeable Work</b>		<b>590</b>	<b>157</b>	<b>197</b>	<b>131</b>	<b>105</b>	<b>590</b>
			0	-1	0	0	
<b>New Audits for 2019 - 2020</b>	<b>Audit Days</b>						
HR	Corp Servs	10		10			10
Car parking	G&P	10		10			10
Building Control - looking at why in deficit still and time recording	P&E	5		5			5
Business Continuity	Corp Servs	5			5		5
CT debt recovery	Res Servs	8			8		8
NDR debt recovery	Res Servs	8				8	8
Corporate debt recovery	Res Servs/Corp Services	14		14			14
Private Hire & Taxis (vetting processes)	G&P	10		10			10
Westward House - cash handling	HSG & C	10			10		10
Reconciliations (CIL)	P & E	5	5				5
Usage of grants received (Community Led Housing)	Cross cutting	10	10				10
Alcohol Licensing	G&P	10				10	10
Land Charges	Res Servs	10				10	10
Community Safety	HSG & C	10			10		10
Pest Control (contract management)	PH	5				5	5
Dog Control (stray dog service as per e-mail from Alison)	P&E	10				10	10
Inspections of land and buildings (risk assess based on insurance claims and complaints made)	Cross cutting	15			15		15
Food Safety (following up those with poor hygiene ratings)		5			5		5
Travel & subsistence	Cross cutting	10		10			10
		<b>170</b>	<b>15</b>	<b>59</b>	<b>53</b>	<b>43</b>	<b>170</b>
<b>Key Financial Systems Audits for 2019 - 2020</b>	<b>Audit Days</b>						
Asset Management (Update procedures if applicable and YE Rec only)		5			5		5
Cash and Bank		10				10	10
Council Tax		9	9				9
Creditors		10		10			10
Debtors		10			10		10
Housing Benefits:		14					0
HB overpayment recovery				1		6	7
PMQA				2	5		7
NDR		9	9				9
Payroll		10			10		10
Treasury Management		7		7			7
		<b>84</b>	<b>18</b>	<b>20</b>	<b>30</b>	<b>16</b>	<b>84</b>
<b>Annual Activity</b>							
Planning and Control (Audit planning and reviews)		15	1	10	2	2	15
Meetings/discussions with EY		3	2	1			3
Committee reports and representation		15	13	2			15
Corporate Advice		10	5	5			10
NFI		5		5			5
AGS and Evidence		20	20				20
Contingency		33	7	13	5	8	33
Public Sector Internal Audit Standard (PSIAS)		5	5				5
Follow Ups:							0
Gifts, hospitality & car loans		1				1	1
Building Security		3		3			3
IT Security		1		1			1
Museum & TIC		1	1				1
Trade Waste		2			1	1	2
Housing Applications		2		2			2
Income Generation		3		3			3
GDPR		2				2	2
Other follow-ups		13		5	5	3	13
		<b>134</b>	<b>54</b>	<b>50</b>	<b>13</b>	<b>17</b>	<b>134</b>
<b>Chargeable Work Total</b>		<b>388</b>	<b>87</b>	<b>129</b>	<b>96</b>	<b>76</b>	<b>388</b>
<b>Non Chargeable Work</b>							
Management (inc Fraud)		40	21	19			40
Administration		20	4	8	4	4	20
Fraud shadowing		10	10				10
Elections		0					0
Performance and Appraisals		3	3				3
Training		8	1	5	1	1	8
General Meetings		15	4	4	4	3	15
Annual Leave		102	26	31	25	20	102
Sickness		4	1	1	1	1	4
<b>Non Chargeable Work Total</b>		<b>202</b>	<b>70</b>	<b>68</b>	<b>35</b>	<b>29</b>	<b>202</b>
<b>Total</b>		<b>590</b>	<b>157</b>	<b>197</b>	<b>131</b>	<b>105</b>	<b>590</b>
<b>Unallocated</b>		<b>0</b>	<b>0</b>	<b>-1</b>	<b>0</b>	<b>0</b>	