

Individual Audit Plan for 2020 - 2021								
	Days available	Steve James	Louise Northcott	Kirsten Easterbrook	Julie Ball	Sam Perris	TOTAL	
Audits for 2020 - 2021 and Other Chargeable Work	692	157	196	131	104	104	692	
Audits Carried Forward from 2019 - 2020 Plan	Audit Days	Risk Rating						
Community Safety		H						0
Private Hire and Taxi Licensing		H						0
Food safety inspections - charging for revisits		H						0
Dog Control		H						0
	0		0	0	0	0	0	0
New Audits for 2020 - 2021	Audit Days	Risk Rating						
RIA and Deposit bonds		H						0
Housing Rent & Service Charge arrears and debt collection	10	H				10		0
Usage of corporate credit cards		H						10
Renewal of DBS checks		H						0
Contract Register - contract management		M						0
Monitoring of S106 monies across CDC		H						0
Monitoring of Leisure Centre contract		M						0
Car Park Income Collection & reconciliation		M						0
Use of B&B accommodation instead of Westward House		H						0
Grants & Concessions - discretionary grants		M						0
New Homes Bonus		M						0
Ec Devt grants for start ups		M						0
Corporate Debt Recovery		H						0
Succession Planning		M						0
IT Review		H						0
Destruction of old laptops		H						0
Fixed Penalty notices		M						0
Balancing figure	134							
Key Financial Systems Audits for 2020 - 2021	Audit Days	Risk Rating						
Asset Management (Update procedures if applicable and YE Rec only)	10	H						0
Cash and Bank	10	H						0
Council Tax (to include debt recovery and write offs and follow-up)	15	H						0
Creditors	10	H						0
Debtors	10	H						0
Housing Benefits to include o/p recovery and PMQA	15	H						0
NDR (to include debt recovery and write offs and follow-up)	15	H						0
Payroll	10	H						0
Treasury Management	10	H						0
	105							
Annual Activity								
Planning and Control (Audit planning and reviews)	15							0
Universe	10							0
Meetings/discussions with EY	3							0
Committee reports and representation	15							0
Corporate Advice	10							0
NFI	5							0
AGS and Evidence	20							0
Contingency	65							0
Public Sector Internal Audit Standard (PSIAS)	5							0
Follow Ups:								0
Recruitment and Selection	3							0
Land & Buildings	3							0
Land Charges	3							0
Travel & Subsistence	3							0
Other follow-ups	10							0
Audits outstanding from 19/20 (from contingency time):								0
Corporate Debt Recovery								0
CIL follow-up								0
Museum & TIC follow-up								0
	170							
Chargeable Work Total	409							
Non Chargeable Work								
Management (inc Fraud & training new staff)	65		30	35				65
Administration	18		5	7	2	2	2	18
Investigations shadowing	5		5					5
Elections	0							0
Performance and Appraisals	4		3	1				4
Training	56		1	1	28	1	25	56
General Meetings	16		4	4	4	3	1	16
Annual Leave/bank holidays	114		25	32	19	19	20	114
Sickness	5		1	1	1	1	1	5
Non Chargeable Work Total	283							
Total	692							
Unallocated		0						