

Appendix 1

Auditable Areas		Days
Economy, Housing Planning		
Planning and Building Control		
Development Control (inc planning enforcement and appeals)		15
Policy and Strategy		
Forward Planning - Policy and Plans (inc S106/CIL)		10
Conservation (listed/historic buildings) and Urban Design		10
Leader (on third party behalf)		2
Housing and Community		
Accounts Receivable		5
Council Tax		5
National Non Domestic Rates		5
Benefits & Fraud Investigation (inc subsidy grant work for external audit)		5
Landlord services (rents)		5
Estates Management		15
Resident Involvement		5
Governance and Regulation		
Financial		
Main Accounting System inc bank reconciliation		15
Treasury Management		2
Accounts Payable		5
Income		15
VAT		15
Legal		
Procurement - Contract Management audit		15
Procurement Strategy and Corporate Process and Waivers		15
Procurment - Contract Payments and Financial Assessments		20
Asset Management		10
Demographic Services and Member support		
Electoral Services		10
Community Safety (Inc Anti Social Behaviour)		5
Environment and Regulation		
Health and Safety		10
Resources		
Human Resources		

Payroll (inc NFNPA testing) (includes T&S, Members Allowances & Expenses)		25
ICT Services		
IT Audit (PSN/Security/DR) Network and Other systems		15
IT Audit (Inventory/Purchases/Contracts/Maintenance/Licences etc)		15
Business Improvement and Customer Services		
Business Continuity & Emergency Planning (Assurance)		15
Community Alarms/Lifelines/CCTV		15
Operations		
Health and Leisure		
Health and Leisure Centres		20
Health and Leisure Income Returns		10
Street Scene		
Car Park Income Reconciliaiton		4
Parking & Enforcement		15
Caretakers, Office Cleaning & Building Security (LTH and ATC)		15
Public Conveniences		10
Waste and Transport		
Domestic Refuse and Commerical Waste and Recycling - inc special collections, garden waste & Street Cleansing		20
Vehicle and Plant Maintenance		15
Transport & Fleet Management System		15
Open Spaces		
Keyhaven Income Returns		2
Trees (Council owned)		10
Audit Assurance areas		
Site Visits		10
Benefit Subsidy (for external audit)		45
Counter Fraud to include; Policy review, training, prevention work, NFI overview, general monitoring tools		20
Counter Fraud Work inc NFI and Analytics		30
Counter Fraud Investigation		20
H&L Queries		10
Projects/Consultancy work/VFM		30
Advisory (Financial Regulations)		30
Information Governance Performance/Data Quality/Transparency/Retention & Disposal/Information Assets)		100
Section 151 Officer support and Contingency		30

Audit Management (inc Performance Management, Planning, Supervision/signing off of audits, Meeting and Committee attendance, annual reporting, liaison with external audit etc) and Team training and development, office routine, meetings and Contingency		230
Third Party Work		168