

Plan Area	Year last audited	Previous Assurance level	2013-14 Planned Days	Quarter Prioritised for 2013-14	2014-15 Planned Days	2015-16 Planned Days
Financial:						
Capital	2011-12	Substantial	5	3		6
Treasury Management	2011-12	Substantial	5	3		6
Car Parking and PCNs	2012-13	Reasonable			10	10
Bank Reconciliation	2012-13	2012-13 WIP			5	
Creditors and CIS	2012-13	Reasonable			10	
Main Accounting System	2011-12	Substantial	5	3		10
Income	2012-13	Substantial			10	
Budgetary Control	2011-12	Substantial	5	3		10
VAT	2012-13	Reasonable/ Limited			10	
Insurance and Inventories of Portable Assets	2009-10	Substantial	12	1		12
Residual Housing Systems:						
Homelessness	2010-11	Substantial	10	4		10
Housing Allocations	2012-13	2012-13 WIP				10
Right to Buy	2010-11	Reasonable	5			
HRA Business Plan	2010-11	Limited			10	
Governance Related:						
Data Protection;	2012-13	Reasonable/ Limited			10	
Freedom of Information and Information Management.	2010-11	Reasonable	10			
Asset Management	2009-10	Reasonable			10	
Members' Code of Conduct, Register of Interests, Gifts & Hospitality (incl. The Bribery Act) and Standards Arrangement	2010-11	Substantial	10	1		
Officers' Code of Conduct, Gifts & Hospitality (incl. the Bribery Act) and Whistle Blowing Arrangements	2012-13	2012-13 WIP				10
Local Code of Corporate Governance	2009-10	Substantial	6			5
Equality and Diversity	2012-13	2012-13 WIP				
Performance Management/Validation	2010-11	Reasonable	10	4		
Anti-Money Laundering	2011-12	Substantial			5	
Complaints Monitoring	2011-12	Reasonable/Limited			10	
RIPA	2009-10	Audit part of system				
Partnerships and Shared Service Monitoring	2011-12	Reasonable			10	
Scheme of Officer Delegations	2007-08	Substantial				
Climate Change	2009-10	Reasonable				
Business Continuity & Emergency Planning	2010-11	Limited	10	1		
Corporate/Governance and Audit Committee	2011-12	N/A	32	1 to 4	32	32
Risk Management	2012-13	Reasonable				10
Other:						
Liaison with the External Auditors	2011-12	N/A	3	1 to 4	3	3
Previous Year Work in Progress b/fwd	2011-12	N/A	5	1	10	10
Follow-up	2011-12	N/A	17	1 to 4	17	17
Contract Audits:						
CSO Compliance	2011-12	Limited	10			
Service Contract Monitoring	2010-11	Substantial	10			
Receipt and Opening of Tenders	2010-11	Reasonable			9	
Procurement Strategy and e-procurement	2010-11	Limited			10	

Plan Area	Year last audited	Previous Assurance level	2013-14 Planned Days	Quarter Prioritised for 2013-14	2014-15 Planned Days	2015-16 Planned Days
Service Level:						
Cemeteries & Crematoria	2010-11	Substantial	10			
Child Protection/CRB	2011-12	Reasonable			10	
Community Safety	2011-12	Substantial			10	
Coast Protection	2010-11	Reasonable	6			
CCTV	2010-11	Substantial	10			
Dog Warden Service and Enforcement	2012-13	Reasonable				
Electoral Registration	2011-12	Substantial				
Environmental Health – Environmental Protection Service Requests	2012-13	2012-13 WIP				10
Environmental Health - Food Safety	2009-10	Substantial	10			
Environmental Health – Public Health Burials	2010-11	Substantial				
Environmental Health - Port Health	2012-13	2012-13 WIP				10
Environmental Health – Pest Control	2011-12	Reasonable			10	
Environmental Health – Health and Safety at Work	2012-13	Substantial				10
Environmental Health - Environmental Protection (Contaminated Land, Air Quality Mngmt & Monitoring, Pollution Prevention, Bathing and Drinking Water).	Pre-2004-05	To be Assessed	10			
Licensing	2012-13	2012-13 WIP				10
Events Management	2009-10	To be Assessed				
Grounds Maintenance	2011-12	Reasonable			12	
Disabled Facilities Grants	2010-11	Substantial	10	1		
DES Project Work	N/A	N/A	12			
Health & Wellbeing	New	N/A	12			
Land Charges	2011-12	Reasonable			10	
Museums	2012-13	2012-13 WIP				12
Let Properties and Concessions	2012-13	2012-13 WIP				10
Members' Allowances and Expenses	2012-13	2012-13 WIP				10
Planning (including s.106 agreements)	2010-11	Reasonable	10	4		
Building Control	2010-11	Reasonable			12	
Sports and Leisure	2012-13	Substantial/ Reasonable				12
Visitor Information Arrangements	2012-13	2012-13 WIP				10
Waste Management and Street Cleansing	2011-12	Substantial			10	
Whitecliffs Countryside Project	2011-12	Reasonable				
Youth Development Strategy	2009-10	Substantial				
Human Resources						
Recruitment	2012-13	2012-13 WP				5
Absence Management, Annual Leave and Flexi Leave	2011-12	Limited			5	
Payroll, SMP and SSP	2011-12	Limited Limited Reasonable	5	2	5	5
Post Entry Training	Pre-2004-05	To be Assessed				
Employee Health, Safety and Welfare	2011-12	Reasonable				5
Appraisal System	Pre-2004-05	To be Assessed				
Employee Allowances and Expenses	2011-12	Reasonable			5	
Employee Benefits-in-Kind	2010-11	Reasonable	5			
Total Planned Days			270		270	270

Plan Area	Year last audited	Previous Assurance level	2013-14 Planned Days	Quarter Prioritised for 2013-14	2014-15 Planned Days	2015-16 Planned Days
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Shared Service Audit Plans:

EK Services (Note: Benefit work beyond 2013-14 subject to actual date of Welfare reform implementation):

Housing Benefits - Payments	2012-13	2012-13 WIP			15	
Housing Benefits - Overpayments	2011-12	Substantial	15			15
Housing Benefits – Fraud Investigations Unit	2011-12	Reasonable	15			15
Housing Benefits – Admin & Assessment	2010-11	Substantial			15	
Housing Benefits – Quarterly Testing	2012-13	N/A	40	1 to 4	40	40
Council Tax	2012-13	Substantial			30	
Business Rates	2011-12	Reasonable	30			30
Customer Services/Gateway	2011-12	Reasonable			15	
Debtors and Rechargeable Works	2011-12	Reasonable	15			15
ICT – Change Controls	2007-08	Reasonable	15			
ICT – File Security	2007-08	Reasonable			15	
ICT – Network Security	2012-13	2012-13 WIP				15
ICT – Procurement and Disposal	2012-13	Reasonable	15			
ICT – Internet and e-mail	2011-12	Reasonable			15	
ICT – Management and Finance	2011-12	Reasonable				15
ICT – Physical and Environment	2011-12	Reasonable			15	
ICT – Software Licensing	2012-13	2012-13 WIP				15
ICT – PC Controls and Application Controls	2007-08	Reasonable	15			
Total EK Services Planned Days:			160		160	160

East Kent Housing (ALMO):

Interfaces with Finance and ICT Systems	2011-12	Substantial			8	
Audit Ctte/EA Liaison/Follow-up	2012-13	N/A	8	1 to 4	8	8
Rent Accounting, Collection and Debt	2011-12	Reasonable	12	4		28
Planned and Responsive Repairs and Maintenance	2012-13	2012-13 WIP			40	
Leasehold Services	2010-11	Limited	40	2		
Health and Safety (Fire, Gas etc)	2011-12	Reasonable			24	
Sheltered and Supported Housing (including	2012-13	To be Assessed	20	1		16
Tenancy and Estate Management	2012-13	Reasonable				28
Total East Kent Housing Planned Days:			80		80	80