

Plan Area	Corporate Plan and/or Corporate Risk Ref:	Year last audited	Previous Assurance level	2021-22 Planned Days	Quarter Prioritised for 2021-22	2022-23 planned days	2023-24 Planned Days	2024-25 Planned Days
Financial Governance:								
Capital	CR1	2018-19	Substantial	10	3			
Treasury Management	CR9	2020-21	20-21 WIP				10	
Car Parking & Enforcement	CP1	2019-20	Reasonable			10		10
Bank Reconciliation		2018-19	Reasonable			10		
Creditors and CIS		2017-18	Substantial	10	3			
External Funding Protocol	CP1, CP4 & CR 1	2017-18	Reasonable	10	3			
Main Accounting System	CP4 & CR1	2016-17	Substantial	10	3			
Income	CP4	2017-18	Substantial/ Reasonable			10		
Budgetary Control	CP4, CR1 & CR2	2016-17	Substantial	10	3			
VAT		2018-19	Substantial			10		
Insurance and Inventories of Portable Assets		2016-17	Substantial					10
General Fund Housing Systems:								
Homelessness	CR4	2018-19	Substantial/ Limited			10		
Housing Allocations and Housing Needs	CP3 & CR4	2020-21	20-21 WIP					10
Private Sector Housing – HMO Licensing	CP3	2018-19	Limited			10		
Right to Buy		2016-17	Reasonable			10		
Social Housing Systems:								
Responsive Repairs & Maintenance		2019-20	Various	15	4			15
Decent Homes		New Area	To be Assessed					10
Void Property Management		2019-20	Various			10		
Garage Deposits / Management		New Area	To be Assessed					
Tenant Health & Safety Compliance		2019-20	Various	10	4			
Rent Accounting, Collection & Recovery		2019-20	Substantial				15	
Leasehold Services		2017-18	Reasonable			12		
Rechargeable Works		New Area	To be Assessed	10	2			
Capital Programme, Planned Maintenance								
Contract Monitoring & Management		2018-19	Limited				10	
Contract Letting / Procurement Process/ Specifications		New Area	To be Assessed					5
Sheltered Housing & Supported Housing		2015-16	Reasonable			10		
Tenancy Fraud		2017-18	Limited					5
Resident Involvement		New Area	To be Assessed			10		
Tenancy & Estate Management and Inspections		2012-13	Reasonable	10	2			
Anti Social Behaviour		2012-13	Reasonable					10
New Build Capital Programme		New Area	To be Assessed					10
Energy Efficiency and Carbon Reduction & Fuel Poverty Programmes		New Area	To be Assessed				12	
HRA Business Plan	CP3	2010-11	Limited					10
Information Governance:								
Data Protection, FOI and Information Management	CP4 & CR10	2020-21	N/A			12		
Technocology/Cyber Risks:								
Cloud Computing/Digital		New Area	To be Assessed	10	3			
Corporate Governance:								
Members' Code of Conduct, Register of Interests, Gifts and Hospitality, and Standards Arrangement	CP4 & CR18	2019-20	Substantial				10	
Officers' Code of Conduct and Gifts and Hospitality	CP4 & CR18	2017-18	Substantial	10	4			
Local Code of Corporate Governance	CP4	2017-18	Reasonable				10	
Complaints Monitoring	CP4	2014-15	Reasonable			10		
Shared Services Monitoring	CP4, & CR9	2015-16	Reasonable				10	

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Scheme of Officer Delegations	CP4	2017-18	Substantial			10		
Corporate/Governance and Audit Committee		Annually	N/A	32	1 to 4	32	32	32
Project Management	CP4	2017-18	Reasonable	10	4			
Performance Management & Data Quality:								
Performance Management	CP4 & CR17	2020-21	20-21 WIP					10
Fraud Risk:								
Anti-Fraud & Corruption Assurance mapping		2019-20	N/A			10		
Risk Management:								
Risk Management	Informs all Corporate Risks	2018-19	Reasonable			10		
Other:								
Liaison with the External Auditors	N/A	Annually	N/A	1	1 to 4	1	1	1
Previous Year Work in Progress b/fwd	N/A	Annually	N/A	5	1	5	5	5
Follow-up	N/A	Annually	N/A	15	1 to 4	15	15	15
Capital/Project Post Implementation Reviews:								
Ottaway House				10	1			
Main Accounting System		N/A	N/A	5	3			
Procurement & Contract Management:								
CSO Compliance	CP4	2017-18	Reasonable	13	1			
Service Contract Monitoring	CP4, CR27 & CR31	2017-18	Reasonable	10	4			
Receipt and Opening of Tenders	CP4	2020-21	20-21 WIP					10
Procurement	CP4	2019-20	Reasonable/Limited				12	
Asset Management:								
Commercial Let Properties and Concessions (incl allotments, Industrial estates, Media Centre, Innovation centre etc)	CP4	2019-20	Reasonable				15	
Commercial Properties - Compliance	CR14 & CR30	New Area	To be Assessed			10		
Service Level Audits:								
Employee Health & Safety	CR20	2020-21	2020-21 WIP					15
Cemeteries		2020-21	Reasonable					10
Safeguarding Children and Vulnerable Groups/DBS Checks	CP3 & CR28	2020-21	20-21 WIP					15
Community Safety	CP2	2019-20	Substantial				10	
Coastal Management		2013-14	Substantial					
Climate Change		New Area	To be Assessed	10	2			
CCTV	CP2	2017-18	Substantial	10	1			
Dog Warden Service, Street Scene and Litter Enforcement (incl. graffiti and flytipping)	CP2	2019-20	Substantial				10	
Electoral Registration & Election Management	CP3 & CR14	2019-20	Substantial				15	
Environmental Health – Food Safety	CP2 & CP3	2018-19	Substantial			10		
Environmental Health – Public Health Burials	CP3	2015-16	Reasonable				10	
Environmental Health - Port Health	CP3 & CR5/6	2017-18	Substantial			13		
Planning Enforcement	CR12	2020-21	2020-21 WIP					10
Environmental Health – Health and Safety at Work	CR8	2019-20	Substantial				10	
Environmental Health - Environmental Protection Service Requests	CP3	2015-16	Substantial				10	
Environmental Health - Contaminated Land, Air and Water Quality	CP3	2017-18	Reasonable	10	1			
Business Continuity and Emergency Planning	CR7, CR19 & CR25	2020-21	Reasonable					12
Playgrounds	CP3	2020-21	Reasonable					10

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Legal Services		Not audited by EKAP, assurance is instead provided by LEXCEL accreditation						
Equality and Diversity	CP3 & CR13	2019-20	Reasonable				13	
Events Management		Pre 2004-05	To be Assessed					
Grounds Maintenance	CP2 & CP4	2017-18	Reasonable	12	2			
Disabled Facilities Grants	CP3	2020-21	Substantial					10
Land Charges		2020-21	20-21 WIP					10
Licensing	CP3	2017-18	Reasonable	12	1			
Museum and VIC	CP1	2019-20	Reasonable				15	
Members' Allowances and Expenses		2020-21	Substantial					10
Planning Applications, Income and s106 Agreements	CR12	2016-17	Limited/ Substantial				15	
Local Plan, Corporate Plan and MTFP	CR12	New Area	To be Assessed			10		
Self Build Programme		New Area	To be Assessed					
Building Control		2018-19	Reasonable			10		
Phones, Mobiles and Utilities - Expenditure and Controls		2017-18	Substantial/ Reasonable	10	1			
Printing, photocopying and postage		2019-20	Substantial				10	
Sports and Leisure Centres	CP1 & CP3	2015-16	Reasonable				15	
Entertainment & Catering		New Area	To be Assessed					10
Whitecliffs Countryside Partnership	CP2	2018-19	Reasonable			10		
Waste Management and Street Cleansing	CP2 & CR13	2018-19	Reasonable/ Limited			10		
Garden Waste and Recycling Income	CP2	2016-17	Reasonable	10	2			10
Total Planned Days:				290		290	290	290

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EK Services - Revenues & Benefits (CIVICA)						
Housing Benefits – Payment	2017/18	Substantial	15			
Housing Benefits – Overpayments	2020/21	Substantial				15
Housing Benefits – Admin & Assessment	2018/19	Substantial			15	
Housing Benefit - Appeals	2019/20	Substantial			15	
Housing Benefit - DHP	2018/19	Reasonable		15		
Housing Benefit - Subsidy	2020/21	Substantial				15
Housing Benefit Testing	2019/20	N/A	15	15	15	15
Council Tax	2014/15	Substantial	15			
Council Tax Reduction Scheme	2017/18	Substantial			15	
Customer Services/Gateway	2016/17	Substantial	15			
Business Rates	2017/18	Substantial		15		
Business Rates reliefs / credits	2019/20	Substantial				15
Debtors and rechargeable Works	2018/19	Substantial		15		
Key Performance Indicators	2020/21	New	5	5	5	5
Sub-Total EKS Civica			65	65	65	65
EK Services Corporate						
Meetings/ Agree Audit Plan	N/A	Annually	5	5	5	5
Carried forward / Follow Up Reviews	N/A	Annually	15	15	15	15
Sub-Total EKS Corporate			20	20	20	20
EK Services - ICT						
ICT – Change Controls / Updates	2016/17	Substantial	15			
ICT - Data Management	2017/18	Substantial		15		
ICT – Network Security	2018/19	Substantial		15		
ICT – Procurement and Disposal	2017/18	Reasonable	15			
ICT – Physical and Environment	2019/20	Substantial			15	
ICT - Software Licensing	2016/17 (2020)	Reasonable				15
ICT - PCI-DSS	2018/19	Reasonable / Limited			15	

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ICT - Disaster Recovery	2015/16 (2020)	Sub / Reasonable				15		
Sub -Total EKS ICT			30	30	30	30		
EK Services - EKHR								
Absence Management/Annual Leave and Flexi Leave	2018/19	Reasonable		15				
Payroll, SMP and SSP	2019/20	Reasonable	15	15	15	15		
Employee Allowances and Expenses	2017/18	Sub / Reasonable	15			15		
Employee Benefits-in-kind	2019/20	Substantial / Limited			15			
Leavers / Recruitment	2016/17	Substantial	15			15		
Disclosure & Barring Service	2020/21	Limited			15			
Apprenticeships	2018/19	Sub / Reasonable		15				
Sub-Total EKS HR			45	45	45	45		
Overall EKS Plan total			160	160	160	160		