

Plan Area	Corporate Plan and/or Corporate Risk Ref:	Year last audited	Previous Assurance level	2023-24 Planned Days	Quarter Prioritised for 2023-24	2024-25 Planned Days	2025-26 Planned Days	2026-27 planned days
<b>Financial Governance:</b>								
Capital	CR1	2021-22	Substantial				10	
Treasury Management	CR9	2020-21	Substantial			10		
Car Parking & Enforcement	CP1	2019-20	Reasonable	10	1		10	
Creditors and CIS		2017-18	Substantial				10	
External Funding Protocol	CP1, CP4 & CR 1	2017-18	Reasonable				10	
Main Accounting System	CP4 & CR1	2016-17	Reasonable				10	
Income, Cash Collection & Bank Rec.	CP4	2022-23	22-23 WIP					10
Budgetary Control	CP4, CR1 & CR2	2021-22	Substantial				10	
VAT		2022-23	22-23 WIP					10
Insurance and Inventories of Portable Assets		2016-17	Substantial			10		
<b>General Fund Housing Systems:</b>								
Homelessness	CR4	2018-19	Substantial/Limited	10	1			
Housing Allocations and Housing Needs	CP3 & CR4	2022-23	Reasonable					10
Private Sector Housing – HMO Licensing & Pte. Sector Service Requests	CP3	2022-23	Reasonable					10
Right to Buy		2022-23	Reasonable					10
<b>Social Housing Systems:</b>								
Responsive Repairs & Maintenance		2022-23	22-23 WIP				10	
Decent Homes		New Area	To be Assessed			10		
Void Property Management		2019-20	Various	10	3			
Garage Deposits / Management		New Area	To be Assessed			10		
Tenant Health & Safety Compliance		2021-22	Reasonable				10	
Rent Accounting, Collection & Recovery		2019-20	Substantial			10		
Leasehold Services		2022-23	22-23 WIP					10
Rechargeable Works		New Area	To be Assessed				10	
Contract Letting, Monitoring & Management		2018-19	Limited	12	2			
Sheltered Housing & Supported Housing		2022-23	Substantial					10
Tenancy Fraud		2017-18	Limited			15		
Resident Involvement		New Area	To be Assessed	10	3			
Tenancy & Estate Management and Inspections		2021-22	N/A				10	
Anti Social Behaviour (run alongside Community Safety)		2012-13	Reasonable	5	2	10		
New Build Capital Programme		New Area	To be Assessed					
Energy Efficiency and Carbon Reduction & Fuel Poverty Programmes		New Area	To be Assessed	10	4			
HRA Business Plan	CP3	2010-11	Limited			10		
<b>Human Resources:</b>								
Recruitment & Leavers		2021-22	Substantial				10	
Apprenticeships		2018-19	Substantial/Reasonable			10		
Absence Management, Annual Leave and Flexi Leave		2022-23	Limited/Reasonable					10
Payroll		2022-23	Substantial	6	2	3	3	3
Employee Benefits in kind		2019-20	To be Assessed			3		
Employee Allowances and Expenses		2017-18	To be Assessed				3	
<b>Information Governance:</b>								
Data Protection, FOI and Information Management - Assurance Audit and Consultancy work on compliance monitoring	CP4 & CR10	2022-23	22-23 WIP					12
<b>Technology/Cyber Risks:</b>								
Cloud Computing/Digital		2021-22	Reasonable				10	
<b>Corporate Governance:</b>								
Members' Code of Conduct, Register of Interests, Gifts and Hospitality, and Standards Arrangement	CP4 & CR18	2019-20	Substantial	10	4			
Officers' Code of Conduct and Gifts and Hospitality	CP4 & CR18	2017-18	Substantial			10		
Local Code of Corporate Governance	CP4	2017-18	Reasonable	10	3			
Complaints Monitoring	CP4	2022-23	Substantial					10
Scheme of Officer Delegations	CP4	2017-18	Substantial					10
Corporate/Governance Committee		Annually	N/A	32	1 to 4	32	32	32
Project Management	CP4	2017-18	Reasonable				10	
<b>Performance Management &amp; Data Quality:</b>								
Performance Management	CP4 & CR17	2016-17	Reasonable/Limited			15		
<b>Fraud Risk:</b>								
Anti-Fraud & Corruption - Data Analysis		2019-20	N/A	10	2			10
<b>Risk Management:</b>								
Risk Management	Informs all Corporate Risks	2018-19	Reasonable	10	3			
<b>Other:</b>								
Liaison with the External Auditors	N/A	Annually	N/A	1	1 to 4	1	1	1

Plan Area	Corporate Plan and/or Corporate Risk Ref:	Year last audited	Previous Assurance level	2023-24 Planned Days	Quarter Prioritised for 2023-24	2024-25 Planned Days	2025-26 Planned Days	2026-27 planned days
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
<b>Procurement &amp; Contract Management:</b>								
CSO Compliance	CP4	2021-22	Reasonable				10	
Service Contract Monitoring	CP4, CR27 & CR31	2017-18	Reasonable				10	
Receipt and Opening of Tenders	CP4	2020-21	Substantial			10		
Procurement	CP4	2019-20	Reasonable/Limited	10	3			
<b>Asset Management:</b>								
Commercial Let Properties and Concessions	CP4	2019-20	Reasonable	10	1			
Commercial Properties - Compliance	CR14 & CR30	New Area	To be Assessed			14		
<b>ICT</b>								
ICT – Change Controls / Updates		2016/17 (2021)	Substantial	13	3			
ICT - Cyber Security		New Area	To be Assessed	13	1			
ICT - Data Management		2017/18	Substantial			15		
ICT – Network Security		2018/19	Substantial				14	
ICT – Procurement and Disposal		2017/18 (2021)	Reasonable			15		
ICT – Physical and Environment		2019/20	Substantial	13	4			
ICT - Software Licensing		2020/21	Reasonable / Limited					15
ICT - PCI-DSS		2018/19	Reasonable / Limited				15	
ICT - Disaster Recovery		2020/21	Reasonable					15
<b>Service Level Audits:</b>								
Employee Health & Safety	CR20	2022-23	22-23 WIP					10
Cemeteries		2020-21	Reasonable			10		
Safeguarding Children and Vulnerable Groups/DBS Checks	CP3 & CR28	2022-23	22-23 WIP					10
Community Safety	CP2	2019-20	Substantial	10	3			
Coastal Management		2013-14	Substantial			10		
Climate Change		2022-23	N/A	5	4	5	10	5
CCTV	CP2	2021-22	Substantial				10	
Environmental Crime - Dog Warden Service, Street Scene and Litter Enforcement (incl. graffiti and flytipping)	CP2	2019-20	Substantial	10	3			
Electoral Registration & Election Management	CP3 & CR14	2019-20	Substantial	10	4			10
Port Health & Public Protection – Food Safety	CP2 & CP3	2022-23	Substantial					10
Port Health & Public Protection - Port Health (Assurance Review)	CP3 & CR5/6	New Area	To be Assessed	10	2			
Planning Enforcement	CR12	2020-21	Reasonable			10		
Environmental Health - Environmental Protection Service Requests (including Public Health Burials)	CP3	2019-20	Substantial	10	1			
Environmental Health - Contaminated Land, Air and Water Quality	CP3	2021-22	Substantial				10	
Business Continuity and Emergency Planning	CR7, CR19 & CR25	2020-21	Reasonable			10		
Playgrounds	CP3	2020-21	Reasonable			10		
Legal Services	Covered by compliance with LEXCEL principles							
Equality and Diversity	CP3 & CR13	2019-20	Reasonable	10	4			
Events Management		Pre 2004-05	To be Assessed	8	1		10	
Grounds Maintenance	CP2 & CP4	2021-22	Limited				10	
Disabled Facilities & Other Grants	CP3	2020-21	Substantial			10		
Licensing	CP3	2021-22	Substantial				10	
Museum and VIC	CP1	2019-20	Reasonable					10
Members' Allowances and Expenses		2020-21	Substantial			10		
Planning Applications, Income and s106 Agreements	CR12	2022-23	Reasonable/Limited					12
Local Plan, Corporate Plan and MTFP	CR12	New Area	To be Assessed					11
Self Build Programme		New Area	To be Assessed					
Building Control		2018-19	Reasonable	10	4			10
Phones, Mobiles and Utilities - Expenditure and Controls		2021-22	Limited/Reasonable				10	
Printing, photocopying and postage		2019-20	Substantial					
Sports and Leisure Centres	CP1 & CP3	2015-16	Reasonable					
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	3			12

Plan Area	Corporate Plan and/or Corporate Risk Ref:	Year last audited	Previous Assurance level	2023-24 Planned Days	Quarter Prioritised for 2023-24	2024-25 Planned Days	2025-26 Planned Days	2026-27 planned days
Garden Waste and Recycling Income	CP2	2021-22	Limited				10	
<b>Total Planned Days:</b>				<b>318</b>		<b>318</b>	<b>318</b>	<b>318</b>

**Dover Audits falling outside of the 4 year cycle:**

Creditors and CIS		2017-18	Substantial				10	
Scheme of Officer Delegations	CP4	2017-18	Substantial					10
External Funding Protocol	CP1, CP4 & CR 1	2017-18	Reasonable				10	
Main Accounting System	CP4 & CR1	2016-17	Reasonable				10	
Decent Homes		New Area	To be Assessed			10		
Garage Deposits / Management		New Area	To be Assessed					
Rent Accounting, Collection & Recovery		2019-20	Substantial			10		
Rechargeable Works		New Area	To be Assessed				10	
Contract Letting / Procurement Process/ Specifications		New Area	To be Assessed			10		
Tenancy Fraud		2017-18	Limited			15		
Insurance and Inventories of Portable Assets		2016-17	Substantial			10		
New Build Capital Programme		New Area	To be Assessed					
HRA Business Plan	CP3	2010-11	Limited			10		
Apprenticeships		2018-19	Substantial/Reasonable			10		
Officers' Code of Conduct and Gifts and Hospitality	CP4 & CR18	2017-18	Substantial			10		
Project Management	CP4	2017-18	Reasonable				10	
Performance Management	CP4 & CR17	2016-17	Reasonable/Limited			15		
Service Contract Monitoring	CP4, CR27 & CR31	2017-18	Reasonable				10	
Commercial Properties - Compliance	CR14 & CR30	New Area	To be Assessed			14		
ICT - Data Management		2017/18	Substantial			15		
ICT – Network Security		2018/19	Substantial				14	
ICT – Procurement and Disposal		2017/18 (2021)	Reasonable			15		
ICT - PCI-DSS		2018/19	Reasonable / Limited				15	
Coastal Management		2013-14	Substantial			10		
Events Management		Pre 2004-05	To be Assessed				10	
Local Plan, Corporate Plan and MTFP	CR12	New Area	To be Assessed					11
Self Build Programme		New Area	To be Assessed					
Entertainment & Catering		New Area	To be Assessed					10
Whitecliffs Countryside Partnership	CP2	2018-19	Reasonable			10		
<b>TOTALS</b>						<b>164</b>	<b>89</b>	<b>21</b>

274 days outside 4 year cycle

**EKS/CIVICA PLAN:**

Plan Area	Year last audited	Risk / corp plan / service	Previous assurance level	Follow Up	2023-24 Planned Days	2024-25 Planned Days	2025-26 Planned Days	2026-27 Planned Days
<b>EK Services - Revenues &amp; Benefits (CIVICA)</b>								
Housing Benefits – Payment	2021/22	Service	Substantial	To review			15	
Housing Benefits – Overpayments	2020/21	Service	Substantial	Substantia		15		
Housing Benefits – Admin & Assessment	2017/18	Service	Substantial	Substantia	15			
Housing Benefit - Appeals	2019/20	Service	Substantial	Substantia		15		
Housing Benefit - DHP	2022/23	Service	Substantial	-				15
Housing Benefit - Subsidy	2020/21	Service	Substantial	Substantia			15	
Housing Benefit Testing	2021/22	Service	N/A	N/A	20	20	20	15
Council Tax	2021/22	Service	Substantial	Substantia			15	
Council Tax Reduction Scheme	2017/18	Service	Substantial	Substantia	15			
Customer Services/Gateway	2016/17	Service	Substantial	Substantia	15			
Business Rates	2022/23	Service	Substantial	-				15
Business Rates Reliefs / Credits	2019/20	Service	Substantial	Substantia		15		
Debtors and Rechargeable Works	2018/19	Service	Substantial	Substantia				15
Key Performance Indicators	2022/23	Service	Substantial	Substantia				5

Plan Area	Corporate Plan and/or Corporate Risk Ref:	Year last audited	Previous Assurance level	2023-24 Planned Days	Quarter Prioritised for 2023-24	2024-25 Planned Days	2025-26 Planned Days	2026-27 planned days
<b>Sub-Total EK Services Planned Days</b>					<b>65</b>	<b>65</b>	<b>65</b>	<b>65</b>
<b>EK Services Corporate</b>								
Meetings/ Audit Plan					4	4	4	4
WIP at Year End Carried Forward / Follow Up					5	5	5	5
<b>Sub-Total EK Services Corporate</b>					<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>Total</b>						74	74	74
Plan Area	Year last audited	Risk / corp plan / service	Previous assurance level	Follow Up	2023-24 Planned Days	2024-25 Planned Days	2025-26 Planned Days	2026-27 Planned Days
<b>Reviews outside of four year cycle</b>								
Housing Benefit Admin & Assessment	2017/18	Service	Substantial	Substantial	15			
Housing Benefit Appeals	2019/20	Service	Substantial	Substantial		15		
Housing Benefits Subsidy	2020/21	Service	Substantial	Substantial			15	
Council Tax Reduction Scheme	2017/18	Service	Substantial	Substantial	15			
Customer Services	2016/17	Service	Substantial	Substantial	15			
Business Rates Reliefs & Credits	2019/20	Service	Substantial	Substantial		15		