

Plan Area	Corporate Plan and/or Corporate Risk Ref:	Year Last Audited	Previous Assurance level	2024-25 Planned Days	Quarter Prioritised for 2024-25	2025-26 Planned Days	2026-27 planned days	2027-28 Planned Days
<b>Financial Governance:</b>								
Capital	CR1	2021-22	Substantial			10		
Treasury Management	CR9	2020-21	Substantial	10	3			
Car Parking & Enforcement	CP1	2023-24	Reasonable			10		10
Creditors and CIS		2017-18	Substantial	10	1			
External Funding Protocol	CP1, CP4 & CR 1	2017-18	Reasonable			10		
Main Accounting System	CP4 & CR1	2016-17	Reasonable	10	3			
Income, Cash Collection & Bank Rec.	CP4	2018-19	Substantial/ Reasonable	10	2		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					
<b>People Management:</b>								
Recruitment & Leavers		2021-22	Substantial			10		
Apprenticeships		2018-19	Substantial/ Reasonable	10	3			
Absence Management, Annual Leave & Flexi Leave		2022-23	Limited/ Reasonable				10	
Payroll		2022-23	Substantial	3	3	3	3	6
Employee Benefits in Kind		2019-20	To be Assessed	3	3			
Employee Allowances and Expenses		2022-23	Substantial			3		
<b>Corporate Governance:</b>								
Members' Code of Conduct, Register of Interests, Gifts & Hospitality, & Standards Arrangements	CP4 & CR18	2023-24	Substantial					10
Officers' Code of Conduct and Gifts & Hospitality	CP4 & CR18	2021-22	Reasonable			10		
Local Code of Corporate Governance	CP4	2023-24	Substantial					10
Risk Management	Corporate Risk	2023-24	Reasonable /Limited					10
Complaints Monitoring	CP4	2022-23	Substantial				10	
Scheme of Officer Delegations	CP4	2017-18	Substantial	8	1		10	
Project Management	CP4	2017-18	Reasonable	10	4	10		
Performance Management	CP4 & CR17	2016-17	Reasonable /Limited			10		
GDPR, FOI & Information Management	CP4 & CR10	2022-23	Limited				12	
<b>Counter Fraud Assurance:</b>								
Data Analytics		2023-24	N/A	8	3	8	8	8
Tenancy Fraud		2017-18	Limited	10				
Duplicate Payments Testing		2017-18	N/A	2	1	2	2	2
<b>Procurement &amp; Contract Assurance:</b>								
CSO Compliance	CP4	2021-22	Reasonable					10
Service Contract Monitoring	CP4, CR27 & CR31	2017-18	Reasonable	10	4			
Receipt and Opening of Tenders	CP4	2020-21	Substantial				10	
Procurement	CP4	2023-24	Limited					10
<b>Asset Management:</b>								
Commercial Let Properties and Concessions	CP4	2023-24	Reasonable /Limited					10
Commercial Properties - Compliance	CR14 & CR30	New Area	To be Assessed	10	2			
<b>Cyber Security &amp; Data Assurance:</b>								
Change Control / Updates		2023-24	23-24 WIP					12
Cyber Security		2023-24	Limited					10
Network Security, Data Mngmt & PCI-DSS		2018/19	Substantial	14	2		15	
ICT – Acquisitions and Disposals		2017/18 (2021)	Reasonable			14		
Physical and Environment (Including Cloud Computing)		2023-24	23-24 WIP					15
Software Licensing		2020/21	Reasonable / Limited			15		
ICT - Disaster Recovery		2020/21	Reasonable	14	3		15	
<b>Service Assurance: General Fund Housing</b>								
Homelessness	CR4	2023-24	Reasonable					10
Housing Allocations and Housing Needs	CP3 & CR4	2022-23	Reasonable				10	

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Private Sector Housing – HMO Licensing & Pte. Sector Service Requests	CP3	2022-23	Reasonable				10	
Right to Buy		2022-23	Reasonable				10	
<b>Service Assurance: Social Housing Systems</b>								
Responsive Repairs & Maintenance & Void Property Mngmt.		2022-23	Reasonable			10		
Decent Homes & Stock Condition		New Area	To be Assessed	10	4			
Garage Management		New Area	To be Assessed	8	1			
Tenant Health & Safety Compliance		2021-22	Reasonable			10		
Rent Accounting, Collection & Recovery		2019-20	Substantial	10	2			
Leasehold Services		2022-23	Substantial				10	
Rechargeable Works		New Area	To be Assessed	10	3	10		
Contract Letting, Monitoring & Management		2022-23	No					14
Sheltered Housing & Supported Housing		2022-23	Substantial				10	
Resident Involvement		2023-24	23-24 WIP					10
Tenancy & Estate Management and Inspections		2021-22	N/A			10		
Anti Social Behaviour (run alongside Community Safety)		2023-24	Reasonable					5
New Build Capital Programme		New Area	To be Assessed			10		
Energy Efficiency and Carbon Reduction & Fuel Poverty Programmes		New Area	To be Assessed					10
HRA Business Plan	CP3	2010-11	Limited			5		
<b>Service Assurance: Environmental and Operational</b>								
Employee Health & Safety	CR20	2022-23	Limited				10	
Cemeteries		2020-21	Reasonable					10
Safeguarding Children and Vulnerable Groups/DBS Checks	CP3 & CR28	2022-23	Limited				10	
Community Safety	CP2	2023-24	Substantial/Reasonable					10
Coastal Management		2013-14	Substantial	10	1			
Community Grants		New Area	To be Assessed	10	3			
Asylum Resettlement		New Area	To be Assessed			10		
Climate Change		2022-23	N/A	5	3	5	5	5
CCTV	CP2	2021-22	Substantial			10		
Environmental Crime - Dog Warden Service, Street Scene and Litter Enforcement (incl. graffiti and flytipping)	CP2	2023-34	Substantial					10
Electoral Registration & Election Management	CP3 & CR14	2023-24	23-24 WIP				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	4			10
Planning Enforcement	CR12	2020-21	Reasonable	10	1			
Environmental Health - Environmental Protection Service Requests	CP3	2023-24	Reasonable					10
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	4			
Playgrounds	CP3	2020-21	Reasonable	10	4			
Equality and Diversity	CP3 & CR13	2023-24	23-24 WIP					10
Events Management		2023-24	To be Assessed					8
Grounds Maintenance	CP2 & CP4	2021-22	Limited			10		
Disabled Facilities & Other Grants	CP3	2020-21	Substantial			10		
Licensing	CP3	2021-22	Substantial			10		
Dover Lottery		New Area	To be Assessed					
Museum and VIC	CP1	2019-20	Reasonable				10	
Members' Allowances and Expenses		2020-21	Substantial					

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Planning Applications, Income and s106 Agreements	CR12	2022-23	Reasonable /Limited				12	
Self Build Programme		New Area	To be Assessed					10
Building Control		2018-19	Reasonable	10	4			
Phones, Mobiles and Utilities - Expenditure and Controls		2021-22	Limited/ Reasonable			10		
Printing, photocopying and postage		2019-20	Substantial				10	
Sports and Leisure Centres	CP1 & CP3	2015-16	Reasonable					10
Entertainment & Catering		New Area	To be Assessed				10	
Whitecliffs Countryside Partnership	CP2	2018-19	Reasonable	10	2			
Waste Management and Street Cleansing	CP2 & CR13	2023-24	Reasonable /Limited				13	
Garden Waste and Recycling Income	CP2	2021-22	Limited			10		
<b>Other:</b>								
Corporate/ s.151/ Governance Committee		Annually	N/A	32	1 to 4	32	32	32
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
<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:**

External Funding Protocol	CP1, CP4 & CR 1	2017-18	Reasonable	10
Insurance and Inventories of Portable Assets		2016-17	Substantial	10
New Build Capital Programme		New Area	To be Assessed	10
Energy Efficiency and Carbon Reduction & Fuel Poverty Programmes		New Area	To be Assessed	10
HRA Business Plan	CP3	2010-11	Limited	10
Performance Management	CP4 & CR17	2016-17	Reasonable /Limited	10
Receipt and Opening of Tenders	CP4	2020-21	Substantial	10
ICT – Acquisitions and Disposals		2017/18 (2021)	Reasonable	10
Software Licensing		2020/21	Reasonable / Limited	10
Cemeteries		2020-21	Reasonable	10
Disabled Facilities & Other Grants	CP3	2020-21	Substantial	10
Dover Lottery		New Area	To be Assessed	10
Museum and VIC	CP1	2019-20	Reasonable	10
Members' Allowances and Expenses		2020-21	Substantial	10
Self Build Programme		New Area	To be Assessed	10
Sports and Leisure Centres	CP1 & CP3	2015-16	Reasonable	10
Entertainment & Catering		New Area	To be Assessed	10

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**EK SERVICES STRATEGIC AUDIT PLAN 2024/28**

Plan Area	Year Last Audited	Risk / corp plan / service	Previous Assurance Level	Follow Up Assurance Level	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	Substantial		16	
Housing Benefits – Overpayments	2020/21	Service	Substantial	Substantial	16		
Housing Benefits – Admin & Assessment	2023/24	Service	Substantial	Substantial			15
Housing Benefit - Appeals	2019/20	Service	Substantial	Substantial	16		
Housing Benefit - DHP	2022/23	Service	Substantial	Substantial		16	
Housing Benefit Subsidy	2020/21	Service	Substantial	Substantial		16	

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Council Tax	2021/22	Service	Substantial	Substantial		16		
Council Tax Reduction Scheme	2023/24	Service	WIP				15	
Customer Services	2016/17	Service	Substantial	Substantial	16			
Business Rates	2022/23	Service	Substantial	Substantial			15	
Business Rates Reliefs / Credits	2019/20	Service	Substantial	Substantial	16			
Debtors and Rechargeable Works	2022/23	Service	Substantial	Substantial			15	
Key Performance Indicators	2022/23	Service	Substantial	Substantial			4	
<b>Sub-Total</b>					<b>64</b>	<b>64</b>	<b>64</b>	
<b>EK Services Corporate</b>								
Meetings/ Audit Plan					5	5	5	
WIP at Year End Carried Forward / Follow Up					5	5	5	
<b>Sub-Total</b>					<b>10</b>	<b>10</b>	<b>10</b>	
<b>Total Days</b>					<b>74</b>	<b>74</b>	<b>74</b>	
<b>Reviews outside of three year cycle</b>								
Housing Benefit Appeals	2019/20	Service	Substantial	Substantial	16			
Housing Benefits – Overpayments	2020/21	Service	Substantial	Substantial	16			
Housing Benefit Subsidy	2020/21	Service	Substantial	Substantial		16		
Customer Services	2016/17	Service	Substantial	Substantial	16			
Business Rates Reliefs & Credits	2019/20	Service	Substantial	Substantial	16			