

Plan Area	Year last audited	Previous Assurance level	2014-15 Planned Days	Quarter Prioritised for 2014-15	2015-16 Planned Days	2016-17 Planned Days
Financial:						
Capital	2013-14	Substantial			5	
Treasury Management	2013-14	Substantial			5	
Car Parking and PCNs	2012-13	Reasonable	10	3		10
Bank Reconciliation	2012-13	Substantial			5	5
Creditors and CIS	2012-13	Reasonable	10	3		10
Main Accounting System	2013-14	Substantial			10	
Income	2012-13	Substantial	10	3		10
Budgetary Control	2013-14	Substantial			10	
VAT	2012-13	Reasonable				
Insurance and Inventories of Portable Assets	2013-14	2013-14 WIP				10
Residual Housing Systems:						
Homelessness	2013-14	2013-14 WIP				10
Housing Allocations	2012-13	Substantial			10	
Right to Buy	2013-14	2013-14 WIP				5
HRA Business Plan	2010-11	Limited	10	4		
Governance Related:						
Data Protection;	2012-13	Reasonable/ Limited			10	
Freedom of Information and Information Management.	2013-14	2013-14 WIP				10
Asset Management	2009-10	Reasonable	10	2		
Members' Code of Conduct, Register of Interests, Gifts & Hospitality (incl. The Bribery Act) and Standards Arrangement	2013-14	Substantial				10
Officers' Code of Conduct, Gifts & Hospitality (incl. the Bribery Act) and Whistle Blowing Arrangements	2012-13	Substantial			10	
Local Code of Corporate Governance	2013-14	Substantial				7
Equality and Diversity	2008-09	Reasonable				
Performance Management/Validation	2013-14	2013-14 WIP				10
Anti-Money Laundering	2011-12	Substantial	5	1		
Fraud Resilience Review	New Area	To be Assessed	10	2		
Complaints Monitoring	2011-12	Reasonable/Limited	10	1		
Partnerships and Shared Service Monitoring	2011-12	Reasonable	10	2		
Scheme of Officer Delegations	2007-08	Substantial				
Climate Change	2009-10	Reasonable				
Business Continuity & Emergency Planning	2013-14	Substantial				10
Corporate/Governance and Audit Committee	2013-14	N/A	32	1 to 4	32	32
Risk Management	2012-13	Reasonable			10	
Other:						
Liaison with the External Auditors	2013-14	N/A	2	1 to 4	2	2
Previous Year Work in Progress b/fwd	2013-14	N/A	5	1	5	5
Follow-up	2013-14	N/A	17	1 to 4	17	17
Contract Audits:						
CSO Compliance	2011-12	Limited	10	1		
Service Contract Monitoring	2013-14	Substantial				10
Receipt and Opening of Tenders	2010-11	Reasonable	6	2		
Procurement	2010-11	Limited			10	

Plan Area	Year last audited	Previous Assurance level	2014-15 Planned Days	Quarter Prioritised for 2014-15	2015-16 Planned Days	2016-17 Planned Days
Service Level:						
Cemeteries & Crematoria	2013-14	Reasonable/Limited				10
Child Protection/DBS	2011-12	Reasonable	10	4		
Community Safety	2011-12	Substantial	10	4		
Coast Protection	2013-14	2013-14 WIP				6
CCTV	2013-14	Substantial				10
Dog Warden Service and Enforcement	2012-13	Reasonable			10	
Election Management and Electoral Registration	2011-12	Substantial				10
Environmental Health – Environmental Protection Service Requests	2012-13	Substantial			10	
Environmental Health - Food Safety	2013-14	2013-14 WIP				10
Environmental Health – Public Health Burials	2010-11	Substantial			6	
Environmental Health - Port Health	2012-13	Substantial			10	
Environmental Health – Pest Control	2011-12	Reasonable	10	1		
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).	2013-14	2013-14 WIP				6
Licensing	2012-13	Reasonable			10	
Towards a Digital Future	New Area	To be Assessed	18	1 to 4		
Events Management	2009-10	To be Assessed				
Grounds Maintenance	2011-12	Reasonable			10	
Disabled Facilities Grants	2013-14	Substantial				10
HMO Licensing	Pre 2004	To be Assessed	10	1		
Land Charges	2011-12	Reasonable	10	3		
Museums and VICs	2012-13	Substantial			13	
Let Properties and Concessions	2012-13	Reasonable			10	
Members' Allowances and Expenses	2012-13	Substantial			10	
Planning (including s.106 agreements)	2013-14	2013-14 WIP				10
Building Control	2010-11	Reasonable	10	4		
Sports and Leisure	2012-13	Substantial/ Reasonable			10	
Waste Management and Street Cleansing	2011-12	Substantial	10	2		10
Whitecliffs Countryside Partnership* and Up on the Downs Partnership	2011-12*	Reasonable*	10	3		
Youth Development Strategy	2009-10	Substantial			5	
Human Resources						
Recruitment	2012-13	Reasonable			5	
Absence Management, Annual Leave and Flexi Leave	2011-12	Limited	5	1		
Payroll, SMP and SSP	2013-14	2013-14 WIP	5	1 to 4	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				5
Relocation expenses	Pre-2004-05	To be Assessed				
Employee Allowances and Expenses	2011-12	Reasonable	5	2		
Employee Benefits-in-Kind	2013-14	2013-14 WIP				5
Total Planned Days			270		270	270

Plan Area	Year last audited	Previous Assurance level	2014-15 Planned Days	Quarter Prioritised for 2014-15	2015-16 Planned Days	2016-17 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	Substantial	15	1		15
Housing Benefits - Overpayments	2011-12	Substantial			15	
Housing Benefits – Fraud Investigations Unit	2011-12	Reasonable			15	
Housing Benefits – Admin & Assessment	2010-11	Substantial	15	2		15
Housing Benefits – Quarterly Testing	2013-14	N/A	40	1 to 4	40	40
Council Tax	2012-13	Substantial	30	3		30
Business Rates	2013-14	2013-14 WIP			30	
Customer Services/Gateway	2011-12	Reasonable	15	1		15
Debtors and Rechargeable Works	2011-12	Reasonable			15	
Corporate/Audit Plan/Follow-up	2013-14	N/A	9	1 to 4	9	9
ICT – Change Controls	2013-14	2013-14 WIP				12
ICT – File Security	2007-08	Reasonable	12	2		
ICT – Network Security	2012-13	Reasonable			12	
ICT – Procurement and Disposal	2013-14	Limited				12
ICT – Internet and e-mail	2011-12	Reasonable	12	2		
ICT – Management and Finance	2011-12	Reasonable			12	
ICT – Physical and Environment	2011-12	Reasonable	12	4		
ICT – Software Licensing	2012-13	Limited			12	
ICT – PC Controls and Application Controls	2013-14	2013-14 WIP				12
Total EK Services Planned Days:			160		160	160
East Kent Housing (ALMO):						
Governance Arrangements	2011-12	Reasonable				15
Interfaces with Finance and ICT Systems	2011-12	Substantial	10	3		
Audit Ctte/EA Liaison/Follow-up	2013-14	N/A	8	1 to 4	8	8
Rent Accounting, Collection and Debt	2013-14	2013-14 WIP				30
Repairs and Maintenance	2013-14	Reasonable			40	
Leasehold Services	2013-14	2013-14 WIP				27
Health and Safety (Fire, Gas etc)	2011-12	Reasonable	17	1		
Sheltered and Supported Housing (including	Pre 2004-05	To be Assessed	30	2		
Void Property Management	2010-11	Reasonable	15	4		
Tenancy and Estate Management	2012-13	Reasonable			32	
Total East Kent Housing Planned Days:			80		80	80