

AUDIT PLAN AGREED BY AUDIT  
COMMITTEE ON 27 MARCH 2018

Key
Awaiting Draft Report
Completed
New Review
Deferred
Cancelled

Report No. Ref	AUDIT PLAN AS AT 12/07/2018	2018-19 Priority	Proposed No. of Plan Days	Variations	Revised Plan (a) + (b)	B/F from Previous Month	Actual Total to date	Days Planned to end March '19	Total expected time ((d)+(e) to match (c))	Balance	Progress	Details	Planned QTR	Head of Service & Manager Responsible for Area	Contact Details
			2018/19	(b)	(c)		(d)	(e)							
	Systems and Services Audit														
	IT SERVICES														
IA19-00	Reviews still to be ascertained		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				Head of Customer, IT and Office Services - David Allum, Martin Wilson - Operations Manager	01483 523221 - 01483 523155
	Contingency		15.00	0.00	15.00	0.00	0.00	15.00	0.00	0.00					
	IT Total		15.00	0.00	15.00	0.00	0.00	15.00	0.00	0.00					
	GENERAL SYSTEM REVIEWS														
	Key Financial Systems														
IA19-00	Car Parking	High	7.00	0.00	7.00	0.00	0.00	7.00	0.00	0.00	W/C 16 July 2018	Revenue expenditure re Car park maintenance, low value accumulates to high value CPF.	Q1/2	Head of Environment - Richard Homewood	01483 523411
IA19-00	Creditors	High	7.00	0.00	7.00	0.00	0.00	7.00	0.00	0.00	W/C 17 September 2018	KFS testing. Review processes for identifying procurement route, and for issue and control of orders and agreeing payment of invoices. P2P.	Q2/3	Head of Finance - Peter Vickers	01483-523539
IA19-00	Housing Benefit and Council Tax Reduction Scheme	High	10.00	0.00	10.00	0.00	0.00	10.00	0.00	0.00		Key systems tests. Review of access to accounts on-line, Systems Thinking Outputs.	Q4 (Jan 2019)	Head of Finance - Peter Vickers	01483-523539
IA19-00	Business Rates (NNDR)	Medium	10.00	0.00	10.00	0.00	0.00	10.00	0.00	0.00		Review of on-line access to accounts, and revaluation implementation.	Q4 (Jan 2019)	Head of Finance - Peter Vickers	01483-523539
IA19-00	Housing Rent Collection	High	7.00	0.00	7.00	0.00	0.00	7.00	0.00	0.00		KFS testing. Review the implementation of universal credit planned October 2018.	Q3	Head of Housing Operations Hugh Wagstaff	01483 523363
	Sub total for Key Financial Systems		41.00	0.00	41.00	0.00	0.00	41.00	0.00	0.00					
IA19-00	Environmental Street Cleaning	Medium	7.00	0.00	7.00	0.00	0.00	7.00	0.00	0.00		Management contract terms and non compliance.	Q3	Head of Environment - Richard Homewood	01483 523411
IA19-00	Leisure - Share profits arrangement	High	7.00	0.00	7.00	0.00	0.00	7.00	0.00	0.00		Communities O/S working group re Leisure contract Early January 2017.	Q4	Head of Communities and Special Projects - Kelvin Mills	01483 523432
IA19-00	Ground Maintenance	High	10.00	0.00	10.00	0.00	0.00	10.00	0.00	0.00	W/C 01 October 2018	Management contract terms and non compliance. (Note work completed re O&S Report 2017/18)	Q3	Head of Communities and Special Projects - Kelvin Mills	01483 523432
IA19-00	Memorial Hall	High	10.00	0.00	10.00	0.00	0.00	10.00	0.00	0.00		Project management re quality and cost delivery, upgrade Project	Q3	Head of Communities and Special Projects - Kelvin Mills	01483 523432
IA19-00	Waverley Training Services	Medium	10.00	0.00	10.00	0.00	0.00	10.00	0.00	0.00		Operational review re growth in business impact on council, business plan, contractor relationship, governance arrangements, remoteness of service.	Q4	Head of Communities and Special Projects - Kelvin Mills	01483 523432
IA19-00	Community Infrastructure Levy	High	7.00	0.00	7.00	0.00	0.00	7.00	0.00	0.00		Assurance that new system is working at intended	Q4	Head of Planning - Elizabeth Sims	01483 523292
IA19-00	Deposit Guarantee Scheme	High	7.00	0.00	7.00	0.00	0.00	7.00	0.00	0.00		Recovery of costs re deposit/bond from tenant re Deposit Guarantee Scheme (Deposit Bond)	Q3 Oct 18	Head of Strategic Housing Andrew Smith	01483 323096
IA19-00	Safeguarding	High	7.00	0.00	7.00	0.00	0.00	7.00	0.00	0.00	W/C 10 September 2018	Assurance that awareness is embedded and actions recorded appropriately	Q2 Sept 18	Head of Strategic Housing Andrew Smith	01483 323096

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			2018/19	(b)	(c)		(d)	(e)							
IA19-00	Local Land Charges	Medium	7.00	0.00	7.00	0.00	0.00	7.00	0.00	0.00		Assurance that system is operating as intended	Q3	Head of Policy and Governance - Robin Taylor	01483 523108
IA19-00	Flexi-Time - Consistency of Application	High	7.00	0.00	7.00	0.00	0.00	7.00	0.00	0.00	W/C 29 October 2018	Assurance that Consistency is applied	Q3	Head of Policy and Governance - Robin Taylor	01483 523108
IA19-00	Staff Expenses and Allowances (Itrent)	High	10.00	0.00	10.00	0.00	0.00	10.00	0.00	0.00		Accuracy of claims	Q4	Head of Policy and Governance - Robin Taylor	01483 523108
IA19-00	Risk Management	Medium	10.00	0.00	10.00	0.00	0.00	10.00	0.00	0.00	W/C 15 October 2018	Effective and impact of the system in operation	Q3	Head of Finance - Peter Vickers	01483-523539
IA19-01	Housing Approval of invoices on Agresso	High	10.00	0.00	10.00	0.00	10.00	0.00	0.00	0.00	Draft Report Stage	Re authorisation process on Orchard through to Agresso	Q1	Head of Housing Operations Hugh Wagstaff	01483 523363
IA19-00	Management of Flexible Tenancy	High	5.00	0.00	5.00	0.00	0.00	5.00	0.00	0.00	Planned Start Date 23th July 2018	Preparedness re 5 years since 1st awarded - What happens next? - Assurance on preparation	Q1/2	Head of Housing Operations Hugh Wagstaff	01483 523363
IA19-00	Right to Buy Process	High	7.00	0.00	7.00	0.00	7.00	0.00	0.00	0.00	Draft Report Stage	Review process in operation	Q1/2	Head of Housing Operations Hugh Wagstaff	01483 523363
	<b>Governance and Risk Reviews</b>														
IA19-00	Investment Board and Commercial Investment Venture	High	10.00	0.00	10.00	0.00	0.00	10.00	0.00	0.00	06th August 2018	Assurance on the Governance arrangements, initiation and reporting arrangements	Q1/2	Graeme Clark - Strategy Director - Finance And Resources	01483 523099
IA19-00	Brightwells	High	10.00	0.00	10.00	0.00	0.00	10.00	0.00	0.00		Assurance on the controls re risk of loss, legal obligations etc.	Q4	Head of Communities and Special Projects - Kelvin Mills	01483 523432
IA19-00	Corporate Complaints Policy, Procedures and IT System functionality	High	7.00	0.00	7.00	0.00	0.00	7.00	0.00	0.00	W/C 16 July 2018	Accuracy of reporting information and output management	Q2	Head of Policy and Governance - Robin Taylor	01483 523108
	Management Contract Liaison Meetings		6.00	0.00	6.00	0.00	0.00	6.00	0.00	0.00					
	Contingency		30.00	0.00	30.00	0.00	0.00	30.00	0.00	0.00					
	Sub Total for Operational Reviews (Inc Cont)		184.00	0.00	184.00	0.00	17.00	167.00	0.00	0.00					
	Subtotal Financial Systems Reviews		41.00	0.00	41.00	0.00	0.00	41.00	0.00	0.00					
	Subtotal of IT Reviews		15.00	0.00	15.00	0.00	0.00	15.00	0.00	0.00					
	<b>Total Contractor Plan Review Days</b>		<b>240.00</b>	<b>0.00</b>	<b>240.00</b>	<b>0.00</b>	<b>17.00</b>	<b>223.00</b>	<b>0.00</b>	<b>0.00</b>					
	In-house Service														
	Total In-house Internal Audit Reviews				0	0	0	0	0	0					
	<b>Total Days Plan</b>		<b>240.00</b>	<b>0.00</b>	<b>240.00</b>	<b>0.00</b>	<b>17.00</b>	<b>223.00</b>	<b>0.00</b>	<b>0.00</b>					