

No	Area of Audit Focus (In priority order)	Allocation of Audit Days	Proposed Scope
ASSURANCE WORK			
<u>Control assurance reviews</u>			
1	Establishment management	12	Review of arrangements for management approval, maintenance of records and accounting for staff
2	Recruitment procedures	10	Review of arrangements for the vetting of new employees
3	Council Tax discounts, disregards & exemptions	10	Review of arrangements to calculate and apply discounts, disregards and exemptions on Council Tax accounts
4	Woodville procurement	12	Review of arrangements to procure supplies for the Woodville business units
5	Woodville SeatLive ticketing system contract	7	Review of arrangements to monitor the SeatLive contract, including calculation and invoicing of payments
6	Parking enforcement	12	Review of arrangements to manage and monitor the council's Traffic Regulation Orders including signage and road markings
7	Section 106 agreements & other planning obligations	10	Review of arrangements to use Section 106 Agreements and other planning obligations to ensure development does not adversely impact the borough
8	Council Tax recovery	10	Review of arrangements to recover unpaid council tax liabilities
9	Benefit assessments	12	Review of arrangements to process claims for benefits including risk-based verification arrangements
10	Bank Reconciliation Arrangements	10	Review of arrangements to reconcile the council's bank accounts to its general ledger
11	Purchase cards	10	Review of arrangements to allocate, monitor and make payments in respect of purchases
12	Licensing & enforcement of Houses of Multiple Occupation	10	Review of arrangements to monitor and enforce Houses of Multiple Occupation in the borough
13	Garages	12	Review of arrangements to allocate and bill residents for the use of council garages
14	Tenancy Management - Denton Caravan Site	12	Review of tenancy management arrangements in respect of the homes on Denton Caravan Site
15	Kingdom contract - Fixed Penalty Notices	7	Review of arrangements to monitor the Kingdom contract including recovery of Fixed Penalty Notice income
16	Cash collection arrangements	12	Review of the council's cash collection arrangements
17	Contract register	10	Review of the council's contract register including publication in line with the Transparency requirements
18	Management & use of council vehicles	12	Review of arrangements to issue, manage and monitor use of council owned vehicles
19	Insurances	10	Review of the council's insurance arrangements
20	Planning applications	12	Review of arrangements to process planning applications
21	Bulky & green waste collections	10	Review of arrangements to provide bulky and green waste collection services
22	Staff sickness recording & monitoring	10	Review of arrangements to record and monitor staff sickness absence
23	Surveillance (including RIPA)	10	Review of the council's policies and arrangements in respect of surveillance including the Regulation of Investigatory Powers Act
24	Internet & email use management & monitoring	10	Review of arrangements to manage and monitor staff use of the council's internet and email services
25	Annual & flexi leave arrangements spot checks	12	Quarterly spot checks to ensure compliance with the council's arrangements
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<u>Counter-fraud activity</u>			
26	Prevention of right to buy fraud	10	Review of the arrangements to process applications for the purchase of council homes through the right to buy scheme; to include a focus on arrangements to identify any potential anti-money laundering issues
27	Housing tenancy transfers, succession & mutual exchanges	12	Review of the arrangements to process tenancy transfers, successions and mutual exchanges to ensure that they are appropriately controlled
		22	
<u>Audit follow up work</u>			
28	Rent arrears	10	Follow-up of agreed recommendations in reviews where an opinion of Red is given
29	Reprographics	10	Follow-up of agreed recommendations in reviews where an opinion of Red is given
30	Prevention of expenses fraud	10	Follow-up of agreed recommendations in reviews where an opinion of Red is given
31	Follow up of all recommendations agreed by management	4	Allowance for the routine follow up and reporting to the council's Management Team of agreed recommendations
		34	
		320	
CONSULTANCY WORK			
<u>Known project work</u>			
	System enhancements for key financial systems	5	Allowance to support the Finance Team to introduce enhancements to the key financial systems
	Procurement & scheduling of repairs & maintenance works for civic buildings	5	Review of arrangements to procure and schedule works required to civic buildings through the council's operatives and external contractors
	Direct Services Organisation supplier rationalisation and distribution of supplies and materials to sites	5	Review to explore the opportunity to rationalise the list of suppliers of raw materials for Housing repairs and maintenance, and review the procedures for delivering the supplies required to maintain the Housing stock to housing sites
	Repair works priority categories	5	Benchmarking review of criteria for housing repairs priority categories for works to council housing stock
	Corporate debt management	5	Allowance to support the Finance Team to introduce enhancements to the recovery of corporate debt
	Income management IT system	5	Allowance to provide project assurance role for the procurement and implementation of the council's new income management system
	Performance data verification	4	Allowance to verify the outturns for the council's performance measures as dictated by the Data Quality policy
	Safeguarding Section11 audit	2	Allowance to support the council in the production of the self-assessment audit of safeguarding duties
	Insurance contract	2	Allowance to conduct a check of the award of the council's new insurance contract
	Borough Market	2	Allowance to provide project assurance role in the redevelopment of the borough market
	Annual audit of Town Twinning accounts	2	Allowance to conduct the annual audit of the accounts of the Town Twinning arrangements
		42	
<u>Allowances for work unknown at the time of planning</u>			
	Consultancy services	10	Allowance for the provision of consultancy services unknown at the time of planning.
	Responsive work	5	Allowance for the provision of responsive support to the council during the financial year.
	Advice and information	5	Allowance for the provision of control advice and information to the council during the year.
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