

## Internal Audit Plan 2014/15

Audit Areas	Risk	Days
Chief Executives		
Risk Management Freedom of Information (FOI) Elections Land Charges Member Services Regulation of Investigative Powers (RIPA) Website Content*	B B B B B	20 4 8 10 10 3 7
Chief Executive Total Days		62
Resources & Support Services		
Payroll Data Protection Council Tax Creditors Asset Management Capital Civica Financials Treasury Management VAT Electronic Payments Housing Benefits National Non domestic Rates (NNDR) Sundry Debtors National Fraud Initiative (NFI) ICT Strategy* Cash Receipting System Civica Application Review* Income Collection ICT Applications - User Access*	A B A A A A B B A A A B B B A A B	20 5 25 25 5 10 5 10 20 20 10 7 5 7
Resources and Support Services Total Days		206
Operational Services		
Operational Services Administration	В	10

Classification: NULBC UNCLASSIFIED

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Current & Final Accounts         A         10           Garage Workshops         B         10           Bereavement Services         B         15           Jubilee 2         B         15           Application Review - Gladstone (follow up)         B         20           Community Centres         B         5           Park Attendants         B         10           Refuse Collection         A         2           B         20         B           Operational Services Total Days           Public Buildings Maintenance         B         10           Health and Safety         B         10           Property Management - Asset Disposal         B         10           Pest Control         B         5           Current and Final Accounts         A         10           Regeneration and Development Administration         B         10           Housing Strategy         B         5           Regeneration and Development Services Total Days         65           Corporate Functions           Third Sector Commissioning           Gifts Hospitality & Outside Works         A         5           Performance Management </th <th>Classification: NULBC UNCLASSIFIED</th> <th></th> <th></th>	Classification: NULBC UNCLASSIFIED		
Bereavement Services   B	Current & Final Accounts	Α	10
Jubilee 2	Garage Workshops		
Application Review - Gladstone (follow up) Community Centres B 5 Park Attendants Refuse Collection  Operational Services Total Days  Regeneration & Development Services  Public Buildings Maintenance Health and Safety Property Management - Asset Disposal Pest Control Current and Final Accounts Regeneration and Development Administration Housing Strategy Ryecroft Development  Regeneration and Development Services Total Days  Regeneration and Development  Regeneration and Development Services Total Days  Corporate Functions  Third Sector Commissioning Gifts Hospitality & Outside Works Performance Management A 5 Corporate Governance Partnerships (follow up review) Email and Internet Usage B 6 Contract Compliance Information Asset Registers ICT Audit Needs Assessment* B 10 Corporate Functions Total Days  Corporate Functions Total Days  S5			
Community Centres Park Attendants Refuse Collection  Operational Services Total Days  Regeneration & Development Services  Public Buildings Maintenance Health and Safety Property Management - Asset Disposal Pest Control Current and Final Accounts Regeneration and Development Administration Housing Strategy Ryecroft Development  Regeneration and Development Services Total Days  Regeneration Services  Regeneration and Development Services Total Days  Regeneration Services  Regeneration Services Total Days  Regeneration Services Total Days  Operation Services Total Days  Regeneration Services Total Days  Regeneration Services Total Days  Regeneration Services Total Days  Regeneration Services Total Days  Operation Services Total Days  Operation Services Total Days  Regeneration Services Total Days  Operation Services Service			
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Regeneration & Development Services   B	Refuse Collection		
Regeneration & Development Services  Public Buildings Maintenance Health and Safety B 10 Property Management - Asset Disposal B 10 Pest Control B 5 Current and Final Accounts Regeneration and Development Administration Housing Strategy Ryecroft Development B 5  Regeneration and Development Services Total Days  Regeneration and Development Services Total Days  Corporate Functions  Third Sector Commissioning Gifts Hospitality & Outside Works Performance Management A 5 Corporate Governance A 10 Partnerships (follow up review) Femail and Internet Usage Contract Compliance B 10 Information Asset Registers ICT Audit Needs Assessment* B 2 Information Governance Toolkit Procurement  Corporate Functions Total Days  85		В	20
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Public Buildings Maintenance Health and Safety B 10 Property Management - Asset Disposal B 10 Pest Control B 5 Current and Final Accounts Regeneration and Development Administration B 10 Housing Strategy B 5 Ryecroft Development B 5   Regeneration and Development Services Total Days  Regeneration and Development Services Total Days  65  Corporate Functions  Third Sector Commissioning Gifts Hospitality & Outside Works A 5 Performance Management A 5 Corporate Governance A 10 Partnerships (follow up review) A 5 Email and Internet Usage B 6 Contract Compliance Information Asset Registers ICT Audit Needs Assessment* B 10 Procurement  Corporate Functions Total Days  85	Operational Services Total Days		102
Public Buildings Maintenance Health and Safety B 10 Property Management - Asset Disposal B 10 Pest Control B 5 Current and Final Accounts Regeneration and Development Administration B 10 Housing Strategy B 5 Ryecroft Development B 5   Regeneration and Development Services Total Days  Regeneration and Development Services Total Days  65  Corporate Functions  Third Sector Commissioning Gifts Hospitality & Outside Works A 5 Performance Management A 5 Corporate Governance A 10 Partnerships (follow up review) A 5 Email and Internet Usage B 6 Contract Compliance Information Asset Registers ICT Audit Needs Assessment* B 10 Procurement  Corporate Functions Total Days  85	Regeneration & Development Services		
Health and Safety Property Management - Asset Disposal Pest Control Regeneration and Development Administration Housing Strategy Ryecroft Development Regeneration and Development Services Total Days  65  Corporate Functions  Third Sector Commissioning Gifts Hospitality & Outside Works Performance Management A 5 Corporate Governance A 10 Partnerships (follow up review) Email and Internet Usage B 6 Contract Compliance B 10 Information Asset Registers ICT Audit Needs Assessment* B 2 Information Governance Toolkit Procurement  Corporate Functions Total Days  85	Trogonoration a Bovolopinoni convisco		
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Pest Control Current and Final Accounts Regeneration and Development Administration Housing Strategy Ryecroft Development  Regeneration and Development Services Total Days  Regeneration and Development Services Total Days  65  Corporate Functions  Third Sector Commissioning Gifts Hospitality & Outside Works Performance Management A 5 Corporate Governance A 10 Partnerships (follow up review) Email and Internet Usage Contract Compliance Information Asset Registers ICT Audit Needs Assessment* Information Governance Toolkit Procurement  Corporate Functions Total Days  85	Health and Safety	В	10
Current and Final Accounts Regeneration and Development Administration Housing Strategy Ryecroft Development  Regeneration and Development Services Total Days  Regeneration and Development Services Total Days  65  Corporate Functions  Third Sector Commissioning Gifts Hospitality & Outside Works Performance Management A 5 Corporate Governance A 10 Partnerships (follow up review) Email and Internet Usage Contract Compliance Information Asset Registers ICT Audit Needs Assessment* Information Governance Toolkit Procurement  Corporate Functions Total Days  85	Property Management - Asset Disposal	В	10
Regeneration and Development Administration Housing Strategy Ryecroft Development  Regeneration and Development Services Total Days  Regeneration and Development Services Total Days  Corporate Functions  Third Sector Commissioning Gifts Hospitality & Outside Works Performance Management A 5 Corporate Governance Partnerships (follow up review) Email and Internet Usage Contract Compliance Information Asset Registers B 5 ICT Audit Needs Assessment* Information Governance Toolkit Procurement  Corporate Functions Total Days  85	Pest Control	В	5
Housing Strategy Ryecroft Development  Regeneration and Development Services Total Days  Corporate Functions  Third Sector Commissioning Gifts Hospitality & Outside Works Performance Management Corporate Governance Partnerships (follow up review) Email and Internet Usage Contract Compliance Information Asset Registers ICT Audit Needs Assessment* Information Governance Toolkit Procurement  Regeneration And Development Services Total Days  65  8 7  65  7  65  8 7  65  65  65  65  65  65  65  65  66  67  68  69  60  60  60  60  60  60  60  60  60	Current and Final Accounts	Α	10
Regeneration and Development Services Total Days  Corporate Functions  Third Sector Commissioning Gifts Hospitality & Outside Works Performance Management Corporate Governance Partnerships (follow up review) Email and Internet Usage Contract Compliance Information Asset Registers ICT Audit Needs Assessment* Information Governance Toolkit Procurement  Corporate Functions Total Days  85	Regeneration and Development Administration	В	10
Regeneration and Development Services Total Days  Corporate Functions  Third Sector Commissioning Gifts Hospitality & Outside Works Performance Management A 5 Corporate Governance Partnerships (follow up review) Email and Internet Usage B 6 Contract Compliance Information Asset Registers ICT Audit Needs Assessment* B 10 Information Governance Toolkit Procurement  Corporate Functions Total Days  85	Housing Strategy	В	5
Corporate Functions  Third Sector Commissioning Gifts Hospitality & Outside Works Performance Management Corporate Governance Partnerships (follow up review) Email and Internet Usage Contract Compliance Information Asset Registers ICT Audit Needs Assessment* Information Governance Toolkit Procurement  Corporate Functions Total Days  85	Ryecroft Development	В	5
Corporate Functions  Third Sector Commissioning Gifts Hospitality & Outside Works Performance Management Corporate Governance Partnerships (follow up review) Email and Internet Usage Contract Compliance Information Asset Registers ICT Audit Needs Assessment* Information Governance Toolkit Procurement  Corporate Functions Total Days  85			
Corporate Functions  Third Sector Commissioning Gifts Hospitality & Outside Works Performance Management Corporate Governance Partnerships (follow up review) Email and Internet Usage Contract Compliance Information Asset Registers ICT Audit Needs Assessment* Information Governance Toolkit Procurement  Corporate Functions Total Days  85			
Third Sector Commissioning Gifts Hospitality & Outside Works Performance Management Corporate Governance Partnerships (follow up review) Email and Internet Usage Contract Compliance Information Asset Registers ICT Audit Needs Assessment* Information Governance Toolkit Procurement  Corporate Functions Total Days  85	Regeneration and Development Services Total Days		65
Third Sector Commissioning Gifts Hospitality & Outside Works Performance Management Corporate Governance Partnerships (follow up review) Email and Internet Usage Contract Compliance Information Asset Registers ICT Audit Needs Assessment* Information Governance Toolkit Procurement  Corporate Functions Total Days  85	Cornorate Functions		
Gifts Hospitality & Outside Works Performance Management Corporate Governance Partnerships (follow up review) Email and Internet Usage Contract Compliance Information Asset Registers ICT Audit Needs Assessment* B Information Governance Toolkit Procurement  Corporate Functions Total Days  A 5 A 10 A 5 B 10 B 10 A 20	Corporate runctions		
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Performance Management Corporate Governance Partnerships (follow up review) Email and Internet Usage Contract Compliance Information Asset Registers ICT Audit Needs Assessment* Information Governance Toolkit Procurement  Corporate Functions Total Days  A 10 A 5 Email and Internet Usage B 6 Contract Compliance B 10 Information Asset Registers B 5 ICT Audit Needs Assessment* B 2 Information Governance Toolkit Procurement  Sometimes of the total page of the pag			
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Email and Internet Usage Contract Compliance Information Asset Registers ICT Audit Needs Assessment* Information Governance Toolkit Procurement  Corporate Functions Total Days  B 6 B 10 B 5 I 10 A 20  S5		Α	10
Contract Compliance Information Asset Registers ICT Audit Needs Assessment* Information Governance Toolkit Procurement  Corporate Functions Total Days  B 10 B 5 IT Audit Needs Assessment* B 2 IT Audit Needs Assessment* B 35 IT Audit Needs Assessment* B 4 IT Audit Needs Assessment* B 5 IT Audit Needs Assessment* B 6 IT Audit Needs Assessment* B 7 IT Audit Needs Assessmen	Partnerships (follow up review)	Α	5
Information Asset Registers ICT Audit Needs Assessment* Information Governance Toolkit Procurement  Corporate Functions Total Days  B 5 B 7 B 10 A 20		В	6
ICT Audit Needs Assessment* Information Governance Toolkit Procurement  Corporate Functions Total Days  B 2 B 10 A 20	Contract Compliance	В	10
Information Governance Toolkit Procurement  B 10 A 20  Corporate Functions Total Days  85	Information Asset Registers	В	5
Procurement A 20  Corporate Functions Total Days 85	ICT Audit Needs Assessment*	В	2
Corporate Functions Total Days 85	Information Governance Toolkit	В	10
	Procurement	Α	20
	Corporate Functions Total Days		85
			520

<sup>\*</sup> denotes ict areas that have been identified for review and will be completed by an external computer audit specialist.