

ANNEX A
PROPOSED AUDIT PLAN FOR 2022-23

BUSINESS ACTIVITY	APPROXIMATE CYCLE	NOTES	ESTIMATED BUDGET DAYS	2018/19	2019/20	2020/21	2021-22	PROPOSED 2022-23
FINANCE & CUSTOMER SERVICE								
Debtors and Income	annual	to support the Council's Financial Statements	8	√	√	√	√	√
Creditors and Expenditure	annual	to support the Council's Financial Statements	8	√	√	√	√	√
Main Accounting system	annual	to support the Council's Financial Statements	8	√	√	√	√	√
Housing Benefits	annual	to support the Council's Financial Statements	10	√	√	√	√	√
Revenues	annual	to support the Council's Financial Statements	8	√	√	√	√	√
Treasury Management	annual	to support the Council's Financial Statements	8	√	√	√	√	√
Cash and Bank	annual	to support the Council's Financial Statements	8	√	√	√	√	√
Capital Accounting	annual	to support the Council's Financial Statements	8	√	√	√	√	√
Procurement	periodic	inc contracts	15		√			√
Contact Centre	periodic		10					√
Insurance	periodic			√				
Grants	periodic	grants paid and received		√			√	
PLANNING								
Development Control	periodic	inc planning applications	15					√
Housing & Homelessness	periodic		15	√				√
Land Charges	periodic		10					√
Planning Policy & Conservation	periodic							
Family Support	periodic		10					√
Private Sector Housing	periodic	including Disabled Facilities Grants			√		√	
Building Control	periodic					√		

ENVIRONMENT & COMMUNITY								
Joint Waste	annual	agreed to be carried out by one of the other partners in 2022-23		√	√	√	√	
Grounds Maintenance	periodic				√			
Emergency Planning, Business Continuity	bi annual					√	√	
Community Services Partnership	periodic						√	
Health & Safety	periodic		10	√				√
Licensing	periodic		15	√				√
Environmental Health	periodic		15	√				√
Parking	annual		15	√		√	√	√
Theatre	annual		10	√	√	√	√	√
Leisure Centres	periodic		15	√				√
Parks & Greenspace	periodic	inc events		√	√	√		
Museum	periodic				√	√	√	
Corporate Enforcement	periodic	inc travellers				√		
Climate Change	periodic	new audit added for 22/23	10					√
HR, PERFORMANCE & COMMUNICATIONS								
ICT	annual		15	√	√	√		√
HR	annual	inc Safeguarding	10	√	√	√		√
Marketing & Communications	periodic				√			
Payroll	annual		8	√	√	√	√	√
Cyber Security	periodic	new audit added for 22/23	10					√
INVESTMENT & DEVELOPMENT								
Property/Estate Management	annual		10			√		√
Investment & Development	annual		10			√		√
Economic Development	periodic					√		
Facilities	periodic				√			

LEGAL & DEMOCRATIC SERVICES							
Legal & Democratic Services	periodic	inc committee administration, Elections	10	√		√	√
Information Governance	bi annual				√		√
Fraud	bi annual					√	√

TOTAL 304

Training & Development (9 days x 2 staff)	18
Housekeeping (4 days x 2 staff)	8
Leave (35 days x 2 staff, inc. carried forward 10 days)	70
Contingency (25 days x 2 staff)	50
Consultancy, Advice, reports & attending CMT/Committees, attending corporate working groups	50
Bank Holidays, Company Holidays (11 days x 2 staff)	22

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RESOURCES AVAILABLE (days) - 2 STAFF MAX	
1 X FTE (grade 7)	261
1 x FTE (grade 6)	261
TOTAL RESOURCES AVAILABLE	522