

INTERNAL AUDIT ANNUAL PLAN FOR 2024-25

ACTIVITY	FREQUENCY/CYCLE	NOTES	ESTIMATED BUDGET DAYS	2018/19	2019/20	2020/21	2021-22	2022-23	2023-24	PROPOSED 2024-25
FINANCE & CUSTOMER SERVICE										
Debtors and Income	annual	to support the Council's Financial Statements	12	✓	✓	✓	✓	✓	✓	✓
Creditors and Expenditure	annual	to support the Council's Financial Statements	12	✓	✓	✓	✓	✓	✓	✓
Main Accounting system	annual	to support the Council's Financial Statements	30	✓	✓	✓	✓	✓	✓	✓
Housing Benefits	annual	to support the Council's Financial Statements	12	✓	✓	✓	✓	✓	✓	✓
Revenues	annual	to support the Council's Financial Statements	30	✓	✓	✓	✓	✓	✓	✓
Treasury Management	annual	to support the Council's Financial Statements	30	✓	✓	✓	✓	✓	✓	✓
Cash and Bank	annual	to support the Council's Financial Statements	30	✓	✓	✓	✓	✓	✓	✓
Capital	annual	to support the Council's Financial Statements	30	✓	✓	✓	✓	✓	✓	✓
Procurement	periodic	Including contracts		✓					✓	
Contact Centre	periodic		15		✓					✓
Insurance	periodic			✓				✓		
Grants	periodic	grants paid and received		✓			✓	✓		
PLANNING										
Development Control	periodic	Including planning applications		✓				✓		
Land Charges	periodic							✓		
Planning Policy & Conservation	periodic		15							✓
Building Control	periodic		15			✓				✓
ENVIRONMENT & COMMUNITY										
Grounds Maintenance	periodic				✓					
Emergency Planning, Business Continuity	periodic					✓	✓			✓
Community Services Partnership	periodic						✓			
Corporate Health & Safety	periodic			✓				✓	✓	
Licensing	periodic		20	✓						✓
Environmental Health	periodic		15	✓						✓
Parking	annual		15	✓		✓	✓	✓	✓	✓
Theatre	annual		15	✓	✓	✓	✓	✓	✓	✓
Leisure Centres	periodic		15	✓						✓
Parks & Greenspace	periodic	Including event arrangements		✓	✓	✓				
Museum	periodic				✓	✓	✓			
Corporate Enforcement	periodic					✓				
Climate Change	periodic		15							✓
Joint Waste	annual	rotated between partner authorities		✓	✓	✓	✓			✓
Housing & Homelessness	periodic			✓						✓
Family Support	periodic		15	✓						✓
Private Sector Housing	periodic	Including Disabled Facilities Grants			✓		✓			
HR, PERFORMANCE & COMMUNICATIONS										
ICT	annual		15	✓	✓	✓				✓
HR	bi-annual	Including safeguarding, expenses, mileage		✓	✓	✓		✓	✓	
Marketing & Communications	periodic			✓						
Payroll	annual		9	✓	✓	✓	✓	✓	✓	✓
Cyber Security	annual		15							✓
PROPERTY & ECONOMIC DEVELOPMENT										
Property/Estate Management	bi-annual					✓	✓			✓
Economic Development	periodic		15			✓				✓
Facilities Management	periodic		15		✓	✓				✓
LEGAL & DEMOCRATIC SERVICES										
Legal & Democratic Services	periodic			✓		✓		✓		
Legal Services	periodic							✓		
Information Governance	bi-annual				✓		✓			✓
Fraud	bi-annual					✓	✓			✓

TOTAL 310

Training & Development (10 days x 2 staff)	20
Leave (30 days x 2 staff)	60
Contingency (25 days x 2 staff)	50
corporate working groups, senior management reports/meetings, committee reports/meetings	20
Professional advice, Consultancy activities	40
Bank Holidays, Company Holidays (11 days x 2 staff)	22

212

522

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