

STRATEGIC AUDIT PLAN - 1/4/2004 TO 31/3/2007

Client/Lead BU	Activity	Last Audit	Time Allocation (Days)			
			Year 1	Year 2	Year 3	3-Year Total
Planned Audits						
Fundamental Systems	Collection of Council Tax	2003/4	5	18	5	28
Fundamental Systems	Collection of National Non-Domestic Rates	2003/4	5	14	5	24
Fundamental Systems	Administration of Housing & Council Tax Benefit	2003/4	5	5	18	28
Fundamental Systems	Accounting and Budgetary Control	2003/4	15	5	5	25
Fundamental Systems	Payroll and Staff Expenses	2003/4	20	5	5	30
Fundamental Systems	Sundry Debtors	2003/4	5	5	13	23
Fundamental Systems	Payment of Creditors	2003/4	5	15	5	25
Fundamental Systems	Cash Income	2003/4	5	13	5	23
Fundamental Systems	Treasury Management	2003/4	13	5	5	23
Fundamental Systems	Rent Accounting System	2003/4	17	5	5	27
Corporate Functions	Service Planning	None		10		10
Corporate Functions	Corporate Governance	None		10	5	15
Corporate Functions	Performance Management	None		10		10
Corporate Functions	Equal Opportunities	None			10	10
Corporate Functions	E-Government	None	30	15	15	60
Personnel	Personnel Management	None		11		11
Personnel	Recruitment and Selection, Terms and Conditions	2003/4			9	9
Personnel	Corporate Training	2003/4			6	6
Personnel	Personnel Absence Monitoring	2001/2		9		9

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Personnel	Car Loans	2002/3			5	5
Personnel	Personnel Policy Compliance	None	15	10	10	35
Members' Services	Committee Services	2003/4			10	10
Members' Services	Electoral Registration	2000/1	9			9
Members' Services	Local Elections	2003/4			9	9
Members' Services	Office Services	None recent		10		10
Members' Services	Office Cleaning Contract	1998/9		7		7
Customer Services	Telephone & Voice Communication Management	2003/4			8	8
Customer Services	Customer Access Facilities	None	12			12
Customer Services	Assisted Travel Scheme	2001/2	12			12
Customer Services	Economic Development	None recent		11		11
ICT	Information Governance	2003/4	5	5	5	15
ICT	ICT Planning & Organisation	2003/4	5	5	5	15
ICT	ICT Acquisition and Implementation	None	10	5	5	20
ICT	ICT Delivery & Support	None	15	5	5	25
ICT	ICT Monitoring	None		4	4	8
ICT	Printing and Reprographics	1998/9	8			8
Finance	General Fund Capital Programme	None	5	5	12	22
Finance	Benefit Fraud Investigation	None	9		9	18
Finance	Grant & Subsidies	2002/3		10		10

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Finance	Mortgages	1997/8		8		8
Finance	Value Added Tax	2003/4			12	12
Finance	Banking Arrangements	2001/2	10			10
Finance	Grants to Voluntary Organisations	2003/4			8	8
Finance	Contributions to Parish Councils	2003/4			6	6
Finance	Insurances	2001/2*	12			12
Housing Strategy	Homelessness and Housing Advice	2003/4		13		13
Housing Strategy	Affordable Housing Development Programme	None			13	13
Housing Strategy/Landlord	Lettings and Void Control	2000/1		11		11
Housing Landlord	Housing Investment Programme - Capital Schemes	2001/2	12			12
Housing Landlord	Estate Management	1999/00		9		9
Housing Landlord	Council House Repairs	2001/2	15			15
Housing Landlord	Council House Sales	2003/4			9	9
Housing Landlord	Incentive Schemes	2003/4			6	6
Housing Landlord	Service Charges	2003/4			9	9
Housing Landlord	Sheltered/Very Sheltered Accommodation	2003/4			13	13
Housing Landlord	Housing Maintenance Programme	2001/2	12			12
Leisure	Royal Spa Centre	2001/2	13			13
Leisure	Royal Pump Rooms (including Art Gallery)	2003/4		14		14
Leisure	Town Hall Lettings	1998/9		8		8

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Leisure	Outdoor Recreation Facilities	2003/4		8		8
Leisure	Cemeteries and Crematorium	2001/2	13			13
Leisure	Markets and Mops	1996/7		8		8
Leisure	Golf Course	2001/2	11			11
Leisure	Grounds Maintenance	2001/2	15			15
Leisure	Open Spaces	2002/3			10	10
Leisure	Indoor Leisure Facilities	2003/4			9	9
Leisure	Arts and Heritage Development	2003/4			5	5
Leisure	Sports Development	1998/9	12			12
Leisure	Catering	2001/2		6		6
Leisure	Newbold Comyn Leisure Centre	2003/4	2	2	12	16
Leisure	St Nicholas Park Leisure Centre	2003/4	2	2	12	16
Leisure	Castle Farm Recr. Centre & Abbey Flds. Swim. Pool	2003/4	2	10	2	14
Leisure	Car Parks	2002/3	13			13
Leisure	Public Conveniences	2003/4			11	11
Property	Corporate Property and Portfolio Management	2003/4		13		13
Property	Corporate Properties Repair and Maintenance	2002/3	14			14
Property	Lift Maintenance	2003/4			8	8
Property	Energy Management	2001/2		10		10
Property	Plant Maintenance	2002/3			10	10

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Planning & Engineering	Development Control	2001/2	14			14
Planning & Engineering	Building Control	2002/3		11		11
Planning & Engineering	Policy, Projects and Conservation	1997/8	11			11
Planning & Engineering	Highways and Drainage Functions (District Financed)	2000/1	11		11	22
Environmental Health	Eco-Management and Audit Scheme (EMAS)	2003/4				
Environmental Health	Refuse Collection	2003/4			13	13
Environmental Health	Recycling Services	2003/4		11		11
Environmental Health	Street Cleansing	2003/4			11	11
Environmental Health	Food Safety	2002/3			11	11
Environmental Health	Health and Safety	2001/2		10		10
Environmental Health	Pollution	2002/3		12		12
Environmental Health	Housing & Public Health Functions	2003/4			10	10
Environmental Health	Renovation Grants	2003/4			12	12
Environmental Health	Licences	2001/2		11		11
Legal	Legal Services Functions	2003/4			10	10
Legal	Local Land Charges	2003/4	5		10	15
TOTAL FOR PLANNED AUDITS			429	409	446	1284

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Other Services						
Other Specific Duties	Best Value/Benchmarking					
	Information Security Management		3	3	3	9
	Contract Final Accounts		5	5	5	15
	FMS Systems Development		8	8	4	20
	Comprehensive Performance Assessment		5	5	5	15
Non-Specific Audit Work	Sundry Advice & Consultancy		20	20	20	60
Contingency Audit Work	(Miscellaneous assignments)		40	40	40	120
Contingency Non-Audit Work	(Miscellaneous assignments)		30	30	30	90
TOTAL AUDIT DAYS REQUIRED			540	520	553	1613
TOTAL AUDIT DAYS AVAILABLE *			513	519	531	1563
SURPLUS / SHORTFALL (-)			-27	-1	-22	-50
Total Audit Days Available	Total Days for 3 FTE		780	780	795	2355
	Less:					
	Absence (Annual Leave, Statutory Holidays, Sickness, etc)		-140	-134	-137	-411
	Management, Administration & Training		-127	-127	-127	-381
	Target productive time (days)		513	519	531	1563
	Target productive time as % of available time		78.1%	78.3%	78.7%	78.3%