

Activity Description	Current Status	Target Days	Actual To Date (16 August)	Time Required to Complete (Remaining Balances unless already overspent)	Suggested Amended Plan	Notes
Planned Audit Assignments 2020/21 (Key: Green = Assignment completed or to be completed / Orange = Assignment to be deferred / Blue = new assignment)						
Corporate Governance	In Progress	5.0	3.3	1.7	2.0	To be completed (ID)
Emergency Planning & Business Continuity Management	Not Started	10.0	0.0	10.0	14.0	To remain in plan (Audit Assessment - review processes that have operated to keep the Council running during the pandemic) (NL) - Increased allocation to allow NL to familiarise himself with the system / audit
Housing Investment/Maintenance Programmes	Not Started	14.0	0.0	14.0	0.0	To be dropped (Substantial - 18-19 Audit)
Corporate Procurement	In Progress	12.0	12.0	0.5	0.5	Half day to finalise (draft issued) (JB)
Information Governance	Not Started	6.0	0.0	6.0	7.0	To remain in plan (Moderate Assurance) (ID) - increased allowance to accommodate remote working
Cyber Security	Contracted Out	N/A	N/A	N/A	N/A	To remain in plan (CO)
Council Tax	Not Started	10.0	0.0	10.0	14.0	To remain in plan (Core System) (NL) - Increased allocation to allow NL to familiarise himself with the system / audit
National Non-Domestic Rates	Not Started	10.0	0.0	10.0	11.0	To remain in plan (Core System) (ID) - increased allowance to accommodate remote working
Housing Rent Collection	In Progress	14.0	6.7	7.3	7.5	To be completed (JB)
Digital Transformation	Contracted Out	N/A	N/A	N/A	N/A	To remain in plan (CO)
Web Applications	Contracted Out	N/A	N/A	N/A	N/A	To remain in plan (CO)
Corporate Properties Repair and Maintenance	Not Started	13.0	0.0	13.0	0.0	To be dropped (Substantial - 17-18 Audit)
Management of Contracts	Completed	15.0	14.9	0.0	0.0	
Royal Spa Centre	Not Started	14.0	0.0	14.0	0.0	To be dropped (Substantial - 17-18 Audit - Not Operational)
Town Hall Lettings	Not Started	8.0	0.0	8.0	0.0	To be dropped (Substantial - 17-18 Audit - No Lettings)
Catering Concessions	Not Started	5.0	0.0	5.0	7.0	To remain in plan (Moderate Assurance) (JB) - increased allowance to accommodate remote working
Committee Services	Not Started	9.0	0.0	9.0	0.0	To be dropped (Substantial - 17-18 Audit)
Local Elections	Completed	5.0	4.2	0.8	0.0	
Income Receipting & Document Management	Not Started	8.0	0.0	8.0	0.0	To be dropped (Substantial - 17-18 Audit)
Shared Legal Services	In Progress	10.0	17.7	1.0	1.0	Current overspend as this was one of NL's first audits - additional time taken required to learn the processes - day to finalise (draft issued)
Development Management	Not Started	14.0	0.0	14.0	18.0	To remain in plan (Audit Assessment - continuing process during lockdown with remote Committee meetings) (NL) - Increased allocation for NL to familiarise himself with the audit
Local Land Charges	Completed	5.0	7.0	0.0	0.0	
Community Infrastructure Levy and Section 106 Agreements	Not Started	12.0	0.0	12.0	15.0	To remain in plan (Moderate Assurance) (JB) - increased allowance to accommodate remote working
Enterprise Facilities	Not Started	10.0	0.0	10.0	0.0	To be dropped (Substantial - 17-18 Audit)
Rural & Urban Capital Improvement Schemes	Not Started	6.0	0.0	6.0	0.0	To be dropped (Substantial - 17-18 Audit)
Purchasing Cards	In Progress	7.0	1.7	5.3	5.5	To be completed (NL)
Licensing Services	Not Started	11.0	0.0	11.0	0.0	To be dropped (Substantial - 17-18 Audit)
Statutory Monitoring Functions	Not Started	10.0	0.0	10.0	0.0	To be dropped (Substantial - Amended Audit)
Crime and Disorder	Not Started	9.0	0.0	9.0	10.0	To remain in plan (last covered in 16/17) (JB) - increased allowance to accommodate remote working
Sustainability & Delivery Outcomes	In Progress	6.0	0.5	5.5	0.0	To be covered by RB as part of a wider Climate review
Business Applications - MIS Housing and Corporate Property	Contracted Out	N/A	N/A	N/A	N/A	To remain in plan (CO)
Private Sector Housing Regulation	Not Started	13.0	0.0	13.0	0.0	To be dropped (Substantial - 17-18 Audit)
Housing Related Support Services	Not Started	12.0	0.0	12.0	0.0	To be dropped (Substantial - 17-18 Audit)
Tenancy Management	Not Started	10.0	0.0	10.0	12.0	To remain in plan (Audit Assessment - processes during lockdown) (JB) - increased allowance to accommodate remote working
William Wallsgrove House	Not Started	10.0	0.0	10.0	0.0	To be dropped (New Audit)
Building Cleaning Services	Not Started	10.0	0.0	10.0	12.0	To remain in plan (Audit Assessment - operation during lockdown / reopening) (ID) - increased allowance to accommodate remote working
Corporate Training	In Progress	6.0	16.0	1.0	1.0	Current overspend as this was one of NL's first audits - additional time taken required to learn the processes - day to finalise (draft issued)
Communications	Not Started	8.0	0.0	8.0	10.0	To remain in plan (Audit Assessment - communication processes during lockdown) (NL) - Increased allocation for NL to familiarise himself with the audit
Media Services	Not Started	10.0	0.0	10.0	0.0	To be dropped (Substantial - 17-18 Audit)
Staff Health & Wellbeing	New	0.0	0.0	0.0	6.0	New audit to review the processes that have been implemented to support staff during lockdown (JB)
Completion of 19/20 Audits	Completed	0.0	3.9	0.0	0.0	No further time required
TOTAL TIME FOR AUDIT ASSIGNMENTS (INTERNAL)		337.0	87.9	275.1	153.5	
National Fraud Initiative	In Progress	15.0	2.0	13.0	20.0	Full exercise due this year - increased allocation as ID new to process and taking part in additional match (Mortality Screening Exercise)
Sundry Advice and Consultancy		30.0	15.1	14.9	15.0	
Contingency Audit Work (COVID Grant Checking so far)		20.0	62.3	30.0	30.0	Estimate of time required to deal with grant checking (remaining SBG, RHLG & discretionary)
Contingency (Non-Audit Work)		10.0	0.1	9.9	3.0	To be (largely) subsumed into PIA Deputising for A&R Manager
IT Audit Contract Management		5.0	0.4	4.6	4.0	Audits now starting
Corporate Fraud Contract Management		10.0	1.2	8.8	8.0	
Staff Supervision & Review of Work		15.0	2.0	13.0	8.0	Reduced allocation - allowance had been included for shadowing NL on first audits which has not been possible due to WFH and reduced number of audits (to be) undertaken
Deputising for Audit & Risk Manager		8.0	1.8	6.2	5.0	Reduced allocation - RB able to attend more meetings etc due to remote working during lockdown
Planning & Progress Recording		15.0	1.5	13.5	10.0	Reduced allocation - fewer time reports produced to date
General Management		10.0	1.0	9.0	7.0	Reduced allocation - has not been as much of a call for time during lockdown

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TOTAL PRODUCTIVE TIME (INTERNAL)		475.0	175.3	398.0	263.5	
Non-Rechargeable Time						
Technical Reading		24.0	3.8	20.2	10.0	Reduced allocation - no journals / magazines
Audit Planning		6.0	6.2	5.0	5.0	Planning of individual assignments (following amendment to plan)
Time Recording		9.0	4.3	4.7	5.0	
Training		70.0	18.9	51.1	50.0	
Team Meetings/Briefings		15.0	7.0	8.0	8.0	
Sundry Administration		30.0	12.8	17.2	17.0	
Corporate Initiatives/Briefings		6.0	0.3	5.7	3.0	Reduced allocation - lack of events!
Service Development		9.0	0.2	8.8	3.0	To be (largely) subsumed into PIA General Management
COVID Non Chargeable		0.0	22.3	20.0	20.0	
COVID Volunteering		0.0	10.5	0.0	0.0	No further volunteering expected
Absence						
Annual Leave		82.0	23.5	58.5	58.5	
Bank/Concessionary Holidays		33.0	12.0	21.0	21.0	
Sickness		15.0	2.5	12.5	10.0	Reduced sickness absence due to WFH
Other Absence		6.0	0.0	6.0	6.0	
TOTAL NON-RECHARGEABLE TIME		305.0	124.3	238.7	216.5	
TOTAL		780.0	299.6	636.7	480.0	

Available Time (32 weeks x 15 days)

480.0 **480.0**

Shortfall:

156.7 **0.0**