

Internal Audit Plan 2008/9

	Days	Days
ASSURANCE WORK		
External Audit Assurance		
Key Controls	50	
EAA Follow ups	0	
Grants	25	
BVPI	25	
Teachers Pension Agency	35	
Total		135
Chief Executive		
Corporate Planning, Equality & Policy		
LAA - Assurance	20	
LAA - 07/08 certification	5	
Partnership monitoring	10	
Interpretation and Translation	5	
Total		40
Customer and Corporate Services		
Departmental Management		
Follow Ups of Reviews	10	
Corporate Work		
Money Laundering	5	
Capital and Asset Management		
Fixed Assets	10	
Procurement	5	
Legal Services		
Registars - processes	5	
Post Room - TNT	5	
Conveyancing income	5	
Members - Register of Interests	5	
Corporate Finance		
Accounting System	5	
Payroll	10	
Sundry Debtors	5	
Creditors	10	
Duplicate payments	10	
Bank Reconciliation	5	
Budgetary Control	5	
Treasury Mgt	5	
Revenues		
Benefits - Housing allowance	30	
Council Tax - income	10	
NNDR	10	
Benefits Fraud	0	
HR		
Job Evaluation and Pay Panel	15	
Communication		
Printing	10	
Customer Serv & Bus Transformatn		
Cashiers	10	
IM		
Pitney Bowes	10	
Total		200

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Housing & Community Living		
Departmental Management		
Follow Ups of Reviews	5	
Community Development		
Community Centres	10	
Housing Landlord		
Rents - core assurance	10	
BTS	30	
Rent arrears	10	
IBS - rent & allocations	15	
IBS - payments & authorisations	15	
Strategy and Private Sector		
Rent deposit scheme	10	
Home Improvement grants	10	
Adult & Social Care		
Care Packages & Payments RA	5	
Supporting people	15	
Restructure	10	
Elderly Persons Homes	10	
Resources and Performance Review		
Commissioning of Places in Homes	10	
Top Up's for Care places	5	
Home Carer Payments	5	
Central Accountancy	10	
Total		185
Children & Learning		
Departmental Management		
Follow up of reviews	5	
Access		
Access Service Risk Audit	5	
Youth Service	10	
Schools		
Schools - Audit Work	150	
Financial Mgt in Schools	135	
Contract procurement	20	
Resources & Performance Review		
Central Accountancy	10	
School Admissions RA	5	
Children & Family Services		
SLA's & Contracts	15	
Children & Families RA	5	
Disabled children	10	
Residential units	10	
School Improvement		
Extended schools	20	
Financial Returns	5	
Total		405
Environment & Regeneration		
Departmental Management		
Follow Up of Reviews	5	
Regeneration		
ESF grants (*2)	15	
Growth Area Funding	10	
ESF co-financing	10	
Visitor Info Centre RA	5	
Engineering & Transport		
Parking shop/parking enforcement	15	

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	Days	Days
Concessionary Fares	8	
Bus Service operator grant	4	
Planning		
Development Control	10	
Planning fees	10	
Street Services		
WTS	10	
Fleet transport	15	
BVPI 199	5	
Trade Waste	10	
Cems & Cems RA	5	
Environment & Consumer Services		
Pest Control	5	
Licencing	5	
Resources & Performance Review		
	0	
Total		147
Information Management		
Follow ups (Security/BACS)	10	
Disaster recovery planning - specific	10	
Matrix	10	
Mobile/remote working	10	
3rd party hosts of data - security	10	
Total		50
Contract Audit		
BSF	15	
E-procurement	10	
BTS contracts	20	
Total		45
PROACTIVE CONSULTANCY / ADVICE		
Risk Management		
Risk Management overview	5	
Customer Services RW	5	
Waste Management RW	5	
Parking services RW	5	
Risk Workshops	50	
Corporate Risks	20	
Departmental Risks	15	
Total		105
Value for Money		
Admin review	20	
IM Review	30	
HR Review	30	
Payment of Home Carers	15	
Total		95
Special Investigations		
Special Investigations	75	
Total		75
Consultancy and Advice		

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	Days	Days
Anti-Fraud and Corruption Group	5	
Corporate Policies	5	
NFI	40	
Annual Governance Statement	15	
Luton Excellence assurance	5	
RIC Group	5	
Safer recruitment	20	
Consultancy and Advice	63	
Total		158
Active Luton		
Client SLA Work		
Audits as required	40	
Total		40
Cultural Trust		
Audits as required	30	
Total		30
London Luton Airport		
Client SLA Work		
Concession Fee	20	
Total		20
Planning and Reporting		
Departmental Management		
Audit Planning	20	
Audit Reporting	20	
Total		40
TOTAL PRODUCTIVE DAYS		1,770
OVERHEADS		
Annual Leave	318	
Bank Holidays	57	
Special/Maternity	305	
Management	113	
Technical Training	82	
Admin Support	66	
Sickness	88	
Turnover	85	
Other Training	16	
Team Meetings	88	
Total		1,218
TOTAL DAYS		2,988