

## APPENDIX B

Audit Plan - April to August 2009						Report Status F = Final D= Draft C = complete no report required
		DAYS				
				Totals		
		Actual	Plan	Actual	Plan	
External Audit Assurance						
	EAA Follow Ups	1.1	0.0			
	Benefits	0.3	10.0			
	Rents	0.1	15.0			
	National Indicators	14.4	20.0			C
	TPA	22.5	25.0			C
	Audits not commenced		75.0			
	Total			38.5	145.0	
Chief Executive						
	Partnership Monitoring	12.7	10.0			
	Members - Register of Interests	3.6	0.0			F
	Postal Votes - European Elections	6.3	10.0			C
	Audits not commenced		50.0			
	Total			22.6	70.0	
Customer and Corporate Services						
	Follow Ups of Reviews	0.8	10.0			
	Printing	2.4	0.0			
	Sponsorship	4.7	5.0			
	Advertising	3.4	5.0			
	Money Laundering	0.9	0.0			
	Job Evaluation and Pay Panel	8.6	0.0			
	LEP Procedures for Allocating Work	1.0	10.0			
	Danwood Contract	1.2	5.0			
	Stores	1.1	5.0			
	Conveyancing Income	1.4	0.0			F
	Audits not commenced		135.0			
	Total			24.7	165.0	

<b>Housing &amp; Community Living</b>						
	Care Packages & Payments RA	5.8	5.0			
	EPH Follow-up	5.5	10.0			
	In-House Home Care	10.9	10.0			
	Personalisation	0.9	10.0			
	Supporting People Grant	3.2	0.0			F
	Vocational Training Centre	14.9	5.0			D
	Follow Up of Reviews - Rents	11.4	10.0			D
	Commissioning of Places in Homes	0.2	0.0			F
	BTS	0.1	25.0			
	Housing Allocations Follow-up	8.2	10.0			D
	Rent Deposit Scheme	0.3	10.0			
	Audits not commenced		65.0			
	Total			61.4	160.0	
<b>Children &amp; Learning</b>						
	Follow Up of Reviews	3.1	5.0			
	Young Fundz Follow Up	0.4	5.0			
	Youth Offending Service	1.5	10.0			C
	Foster Care Follow-up	1.5	5.0			
	SLA's & Contracts(Foster Care Transport)	0.1	0.0			
	Contract Procurement	1.3	0.0			F
	Financial Mgt in Schools	0.1	0.0			
	Schools Audit Work General	0.0	89.0			
	Early Years	0.7	10.0			
	Pirton Hill Voluntary Funds	5.4	5.0			C
	FMSIS	7.4	76.0			
	Schools Audit Work	5.2	0.0			
	Somerles Junior Fmsis	4.0	4.0			F
	Putteridge High	20.1	8.0			F
	Hart Hill Nursery	7.0	6.0			D
	Rothsay Nursery	0.1	4.0			
	Grasmere Nursery	5.2	4.0			D
	Chapel Street Nursery	9.8	6.0			D
	Pastures Way Nursery	3.6	4.0			D
	Gill Blowers Nursery	0.1	4.0			
	Contact Point	4.6	5.0			
	Safer Recruitment (central)	0.1	10.0			
	Safer Recruitment (schools)	0.5	15.0			
	Extended Schools	0.7	0.0			F
	E-Learning Centre	0.1	10.0			
	Audits not commenced		40.0			
	Total			82.5	325.0	
<b>Environment &amp; Regeneration</b>						

	Follow Up of Reviews	0.3	10.0			
	ESF Grants (*2)	0.6	0.0			F
	Visitor Info Centre RA	0.4	0.0			F
	Butterfield Management Contract	2.6	5.0			
	VIC Train Tickets	0.3	5.0			
	Concessionary Fares	1.1	0.0			F
	Bus Operators Grant	1.2	4.0			
	Yellow Bus Income	3.5	6.0			
	Cems & Crems RA	0.9	0.0			F
	Fleet Transport	2.6	0.0			F
	Trade Waste	1.4	0.0			F
	WTS	0.7	5.0			F
	Enforcement	6.4	5.0			D
	Highways - Payment Methods	1.2	10.0			
	PI's	0.2	10.0			
	Luton & South Beds Local Delivery Vehicl	3.3	5.0			C
	Luton Station Gateway	3.6	5.0			C
	East Luton Corridor	5.3	5.0			C
	Development Control	2.0	10.0			F
	Audits not commenced		50.0			
	Total			37.5	135.0	
	<b>Risk Management</b>					
	Corporate Risks	3.6	30.0			
	Departmental Risks	10.4	70.0			
	Risk Workshops	7.0	15.0			
	IM ORG Group R/W	3.5	4.0			C
	Treasury Management R/W	2.5	4.0			
	Risk Register Review	2.2	5.0			
	Museum Risk Workshop	2.1	4.0			
	Arts Risk Workshop	2.6	4.0			C
	Personalisation R/W	4.0	4.0			C
	Total			37.9	140.0	
	<b>Information Management</b>					
	Microsoft Enterprise Agreement		10.0			
	Disaster Recovery Planning (f/up)		10.0			
	Software Licensing	10.0	10.0			
	Code of Connection		10.0			
	Back up & Recovery Follow Up		5.0			
	On-line payments Follow Up		5.0			
				10.0	50.0	
	<b>Contract Audit</b>					
	BSF	0.1	20.0			F
	BTS Follow-ups	4.5	10.0			

	Major Contracts	0.0	10.0			
	Total			4.6	40.0	
	Value for Money					
	HR Review	1.4	30.0			
	Human Resources	27.3	30.0			
	Legal & Democratic Services	10.9	30.0			
	Total			39.6	90.0	
	Special Investigations					
	Special Investigations	11.5	30.0			
	Putteridge High School	35.4	40.0			
	ICS	4.5	5.0			
	Total	51.3	75.0	51.3	75.0	
	Consultancy and Advice					
	Luton Excellence	12.7	5.0			F
	RIC Group	1.4	5.0			
	The Mall	6.8	10.0			
	Equalities Action Plan Review	0.3	5.0			F
	Consultancy & Advice General	6.7	5.0			
	Annual Governance Statement	2.1	15.0			
	Anti-Fraud & Corruption	0.3	5.0			
	Cash Handling (establishments)	12.0	15.0			
	Equality, Inclusion & Cohesion Strategy	0.8	10.0			
	NFI	55.0	40.0			
	Staff Survey	4.3	2.0			
	Corporate Governance Action Plan	6.9	7.0			
	Stroke Care Grant	2.9	0.0			C
	Officers and Members Expenses	13.3	10.0			
	Concessionary Lettings	3.2	3.0			F
	Consultants/Contractors	23.3	0.0			
	Audits not commenced		43.0			
	Total			151.8	180.0	
Active Luton						
	Audit Work			14.0	40.0	
	London Luton Airport					
	Audit Work			17.4	20.0	F
Cultural						

<b>Trust</b>						
	<b>Audit Work</b>			<b>16.4</b>	<b>50.0</b>	
	<b>Planning and Reporting</b>					
	<b>Audit Planning</b>	<b>7.7</b>	<b>15.0</b>			
	<b>Audit Reporting</b>	<b>8.1</b>	<b>15.0</b>			
	<b>Total</b>			<b>15.8</b>	<b>30.0</b>	
				626	1,715	
	<b>Overheads</b>					
	<b>Admin Support</b>	<b>34.1</b>	<b>71.0</b>			
	<b>Annual Leave</b>	<b>137.2</b>	<b>279.0</b>			
	<b>Bank Holidays</b>	<b>38.6</b>	<b>73.0</b>			
	<b>Management</b>	<b>55.4</b>	<b>88.0</b>			
	<b>Other Training</b>	<b>34.6</b>	<b>15.0</b>			
	<b>Sickness</b>	<b>13.5</b>	<b>85.0</b>			
	<b>Special/Maternity</b>	<b>53.0</b>	<b>59.0</b>			
	<b>Team Meetings</b>	<b>16.5</b>	<b>86.0</b>			
	<b>Technical Training</b>	<b>12.5</b>	<b>43.0</b>			
	<b>Balance Brought Forward</b>	<b>6.9</b>	<b>0.0</b>			
	Total Overheads			402	799	
	TOTAL PLAN			1,028	2,514	