

ASSURANCE AUDITS**External Audit Assurance****Key Controls**

Budgetary Control	5
Council tax	5
Creditors	5
Debtors	5
Fixed Assets	10
Main Accounting	5
NNDR	5
Rents	15
Benefits	10
Treasury Management	10
Payroll	10

Grants

Benefit Grant	15
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National Indicators

National Indicators	20
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TPA

TPA	25
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Total Days External Audit Assurance **145**

Chief Executive**Local Democracy**

Communications & engagement Strategy	5
Area Committee Spending	5
Crime & Disorder funding	5
Electoral Services Process	5
Postal Votes - European Elections	10
PVE Commissioning Structure	5

Scrutiny

National Indicators general	15
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Strategic Planning, Policy & Performance Management

LAA Certification	20
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Total Days Chief Executives **70**

Customer and Corporate Services**Departmental Management**

Follow Ups of Reviews	10
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Capital and Asset Management

F/Up reports	10
LEP Procedures for allocating work	10
The Mall	5
Commissioning of CAM by other departments	10
PI's and Benchmarking	10

Legal Services

Post Room	5
Local Land Charges	5

Corporate Finance

Bank Rec	10
Duplicate Payments	15
Cashiers Functions	10

HR

Trent - Data Quality	10
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Communications

Sponsorship and Advertising	10
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Customer Services & Business Transformation

Review of policies following change	5
Customer Services Quality standards	15

IM

Danwood Contract	5
Phone Inventories	5
Stores	5

Revenues

Benefits	10
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Total Days Customer & Corporate Services **165**

Housing & Community Living**Departmental Management**

Follow Ups of Reviews	10
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Housing Landlord

IBS Rent & Allocations	10
IBS Payments & Authorisations	10
BTS F/up stock control	5
BTS	25
Choice based lettings	10

Strategy and Private Sector

Temporary Accommodation	10
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Internal Audit Plan 2009/10**Appendix A**

Rent Deposit Scheme	10	
Private Sector Housing	10	
Housing Allocations f/up	10	
Adult & Social Care		
Stroke Care/Supporting People Grant	5	
Vocational Training Centre	5	
Personalisation	10	
In-House Home Care	10	
EPH F/up	10	
Resources and Performance Review		
Payments through Care First	10	
Total Days Housing & Community Living		160
Children & Learning		
Departmental Management		
Follow up of reviews	10	
Integrated Services		
Youth Offending Service	10	
Foster Care F/Up	5	
Section 17	10	
Schools		
Schools Audit Work	125	
FMSiS	80	
School Meals	15	
PLASC	5	
Lettings	10	
Resources & Performance Review		
School Admissions	5	
Contact Point	5	
Safer Recruitment (Schools)	15	
Safer Recruitment (Central)	10	
School Improvement		
E-Learning Centre	10	
Early Years	10	
Total Days Children & Learning		325
Environment & Regeneration		
Departmental Management		
Follow Up of Reviews	10	
Regeneration		
Economic Participation Project	10	
Butterfield Management Contract	5	
VIC - Train Tickets	5	
Engineering & Transport		
Parking Shop	10	
Yellow Bus Income	6	
Bus Operators Grant	4	
Grant Procedures	10	
Planning		
Section 106 Officer Roles	10	
Building Control Fees	5	
Street Services		
F/up review of Enforcement	5	
Community Safety	10	
PI's	10	
WTS - Review of computerised systems	5	
Highways - payment methods	10	
Environment & Consumer Services		
Trading Standards	5	
Resources & Performance Review		
Grants		
Luton Station Gateway	5	
Luton & South Beds Local Delivery Vehicle	5	
East Luton Corridor	5	
Total Days Environment & Regeneration		135
IM		
Microsoft Enterprise Agreement	10	
Disaster Recovery Planning (f/up)	10	
Software Licensing	10	
Code of Connection	10	
Back up & Recovery Follow Up	5	
On-line payments Follow Up	5	
Total Days IM		50
Contract Audit		
BSF	20	
BTS Follow ups	10	
Major Contracts	10	
Total Days Contract Audit		40

Risk Management		
Risk Workshops	40	
Corporate Risks	30	
Departmental Risks	70	
Total Days Risk Management		140
CONSULTANCY, PRO-ACTIVE AND CLIENT WORK		
Value for Money		
Legal & Democratic Services	30	
HR	30	
IM Follow Up	5	
Other	25	
Total Days Value for Money		90
Special Investigations		
Special Investigations	75	
Total Days Special Investigations		75
Consultancy and Advice		
Luton Excellence	5	
Equality Inclusion and Cohesion Strategy	10	
Anti-Fraud and Corruption	5	
Corporate Policies	5	
NFI	40	
Annual Governance Statement	15	
RIC Group	5	
Cash handling (establishments)	10	
Procurement	15	
LSP	15	
Project Management	10	
Consultancy and Advice General	45	
Total Days Consultancy and Advice		180
Active Luton		
SLA Work	40	
Total Days Active Luton		40
Cultural Trust		
SLA Work	50	
Total Days Cultural Trust		50
London Luton Airport		
SLA Work		
Concession Fees	20	
Total Days London Luton Airport		20
Planning and Reporting		
Audit Planning	15	
Audit Reporting	15	
Total Days Planning & Reporting		30
TOTAL PRODUCTIVE DAYS		1715
OVERHEADS		
Annual Leave	279	
Bank Holidays	73	
Special/Maternity	59	
Management	88	
Technical Training	43	
Admin Support	71	
Sickness	85	
Turnover	85	
Other Training	15	
Team Meetings	86	
Total Days Overheads		884
Total Days Annual Plan		2599