Eastbourne Borough Council — Operational Internal Audit Plan

Period: Apr. 2006 to Mar. 2007

Chief Internal Auditor	Janet Martin
Auditor/Information Officer	Jackie Humphrey
Auditor/Information Officer	Brady Morris
Auditor	Pete O'Neill
Computer Auditor (0.6 fte)	Lynsey Salvage

Service Name	Audit Type	Revised Plan 2006/07 Plan	Original Plan 2006/07 Plan
FINANCE & CORPORATE SERVICES			
Financial Services			
Allpay Ctax Payments System	Computer		
Bank Reconciliations	Fin Sys/Con	5	5
Business Rates	Fin Sys	12	12
Cash Receipting/Collections/Petty cash	Fin Sys	10	10
Council Tax	Fin Sys	10	12
Creditors	Fin Sys	10	5
Debtors	Fin Sys	10	10
Financial Ledger	Fin Sys	10	10
Fixed Asset Register	Fin Sys/Con		
Fraud Team	Fraud		
Housing Benefit	Fin Sys	40	40
Iclipse System	Computer	5	
Inventories	Fin Sys		
Loans & Investments	Fin Sys		
Mortgages	Fin Sys		
Business Information System	Computer		
RadiusICON	Computer		
Sx3 System	Computer		
		112	**104**
Corporate Services			
Appointment of Consultants/Agency	Review/VFM	10	15
FOI/DP/EIR	Review/VFM		
Insurances	Routine/Con	5	10
Land Charges & Searches	Routine/Con		5
Leasing & Licensing	Routine	10	10
Review of Contract Procedure Rules	Review/VFM		
Review of Financial Procedure Rules	Review/VFM		
Review of Constitution	Review/VFM		
Tendering Contracts etc.	Contract		
		25	**40**
Support Services			
Central & Mobile Phones	Routine/Con	8	8
Customer Relationship Manager (CRM)	Computer	10	10
Customer Services	Review/VFM	10	10
Facilites & Contract Management	Routine/Con		
Printing Services	Routine		
		28	**28**
IT & E-Government			
Business Continuity Planning	Computer	10	10
Development - BIS	Computer	5	5
E-Government	Computer	5	10
e-procurement	Computer	5	5
GIS System & LLPG	Computer	5	
IEG4	Computer	5	
Infrastructure	Computer		

IT Policies	Computer	5	5
IT Strategy	Computer	5	5
ITFM Contract	Contract	5	
Joint Working	Computer		
Network Controls	Computer		
PC Controls	Computer		
Internet	Computer	10	
Aftermail	Computer		
Software Compliance	Computer	5	
		65	**40**
FCS TOTAL		**230**	**212**
ECONOMY, TOURISM & ENVIRONMENT			
Economy			
Tourism			
Conferences	Routine		
Destination Management System (DMS)	Computer	5	5
Events & Attractions	Routine	5	5
Publications	Routine		
Seafront Facilities	Routine	5	
Tourist Information Centres	Routine	5	10
Planning			
Building Control	Routine		
Development Control/s106 monies	Routine	8	8
Development Planning	Routine		
Historic Buidling Grants (ended 04-05)			
Planning System	Computer		
		28	**28**
Amenities & Contract Management			
Amenities			
Car Parking inc. Parking Permits	Routine/Con	5	10
Coach & Lorry Park	Routine	5	5
Coastal Protection	Routine		
Downland & Farms	Routine/Con		
General (incl.Allotments,)	Routine/Con	10	
Highways & Verges	Contract	10	
Trees & Woodland	Routine/Con	5	10
Contracts Management			
Foreshore Maintenance Contract	Contract		
Green Waste Recycling	Contract	5	
Parks & Gardens Contract	Contract		
Public Conveniences	Contract		
Refuse Collection / Cleansing	Contract		
Seafront Gardens Contract	Contract	5	10
		45	**35**
ETE TOTAL		**73**	**63**
HOUSING HEALTH & COMMUNITY SERVICES			
Housing & Health			
Environmental Health			
BACAS Crematorium System	Computer		
Burial of the Destitute	Routine		
Cemeteries & Crematorium	Routine/Con		
Flare Computer System	Computer	6	8
Food Safety & Hygiene	Routine	5	5
Imp. Grants (DFG's HRA RG's)	Routine		
Pest Control	Routine		
Pollution Control	Routine		
Premises Licenses	Routine	10	
Taxis and Private Hire Licensing	Routine	5	8
Housing Management			

General Maintenance Contracts	Contract		10
Housing Rents ALMO	Fin Sys	10	15
Housing Repairs	Contract		10
Lifeline	Routine/Con	5	5
Orchard	Computer		
Retirement Housing	Routine/Con		
Sale of Council Houses	Routine		
Housing Needs & Strategy			
Homeless Persons	Review/VFM		
Hsg Strategy/Investment Prog.	Review/VFM		
		41	**61**
Community Services			
Community Grants	Routine	5	
Conc. Fares and Bus Passes	Routine	6	6
Cultural Centre (Hub)	Review/VFM	5	
Arts & Heritgae			
Box Office Computer System	Computer		
Theatres - Box Office	Routine		
Theatres - Front of House	Routine/Con	10	10
Theatres - Marketing	Review/VFM		
Galleries & Museums			
Redoubt Museum	Routine	5	
TAG Computer System	Computer		
Towner Art Gallery	Routine		
Sport & Leisure			
Community Centres	Contract		
Leisure Management Serv & Maint	Contract	10	10
Sports Centres	Routine	10	15
Sports, Leisure & Youth Development	Review/VFM		
		51	**41**
HHCS TOTAL		**92**	**102**
CHIEF EXECUTIVE'S DEPARTMENT			
Strategy &Democracy			
Communication & Participation			
Project Management Control	Review/VFM	10	
Communication	Review/VFM		
Emergency Planning	Review/VFM	5	5
Film Liaison Unit	Review/VFM		5
Press & Public Relations	Routine		
Local Democracy			
Electoral Reg. Computer Sys.	Computer		
Electoral Reg.and Elections	Routine		
Mayor & Member Support	Routine		
Members Allowances/Interests	Routine		
Strategic Development			
		15	**10**
Human Resources			
Car Loans / Leasing	Review/VFM	5	5
CHRIS Computer System	Computer		
Officers Interests	Routine		
Payroll	Fin Sys	5	5
Recruitment (Incl Agency/Bank)	Review/VFM	10	10
Training & Development	Review/VFM		
Travel & Subsistence	Review/VFM	5	5
		25	**25**
CE's TOTAL		**40**	**35**
TOTAL AUDIT DAYS		**435**	**412**

Deferred from 05/06