Eastbourne Borough Council
Strategic Internal Audit Plan

Period: Apr. 2007 to Mar. 2011

Chief Internal Auditor	Janet Martin
Auditor	Jackie Humphrey
Auditor	Pete O'Neill
Computer Auditor (0.6 fte)	Lynsey Salvage

	Service Name	Audit Type	Time for 4 year plan	2007/08 Plan	2008/09 Plan	2009/10 Plan	2010/11 Plan
	FINANCIAL SERVICES						
	Financial Services						
	Consultancy		8	2	2	2	2
HIGH	Allpay Ctax Payments System	Computer	2		2		
HIGH	Bank Reconciliations	Fin Sys/Con	15		15		
HIGH	CAFi - application - Creditors	Computer	5	5			
HIGH	CAFi - application - Debtors	Computer	5		5		
HIGH	CAFi - application - GL	Computer	5	5			
HIGH	Cash Receipting/Collections	Fin Sys	15				15
HIGH	Financial Ledger	Fin Sys	20	20			
HIGH	Fixed Asset Register	Fin Sys/Con	10		10		
HIGH	Housing Benefit	Fin Sys	30	30			
HIGH	Loans & Investments	Fin Sys	10			10	
MEDIUM	Business Rates	Fin Sys	15			15	
MEDIUM	Concessionary Fares & Bus Passes	Review	5				5
MEDIUM	Council Tax	Fin Sys	15		15		
MEDIUM	Debtors	Fin Sys	10				10
MEDIUM	Fraud Team	Fraud	5				5
MEDIUM	Iclipse System	Computer	5		5		
MEDIUM	Internet/intranet/telephone payments	Computer	5			5	
MEDIUM	Inventories	Fin Sys	5				5
MEDIUM	I-World - Council tax	Computer	5				5
MEDIUM	I-World - Benefits	Computer	5			5	
MEDIUM	I-World - NNDR & Admin	Computer	5		5		
MEDIUM	Mortgages	Review	5			5	
			210	**62**	**59**	**42**	**47**
	Support Services						
	Consultancy		4	1	1	1	1
HIGH	Creditors	Fin Sys	15		15		
HIGH	E-Procurement/Approved supplier list	Review	15			15	
HIGH	Central & Mobile Phones	Routine/Con	10	10			
MEDIUM	Construction Industry Scheme (CIS)	Fin Sys	5				5
MEDIUM	Customer Relationship Manager (CRM)	Computer	10	10			
MEDIUM	Customer Services/Postfield	Computer	5		5		
MEDIUM	Postal Services	Review	5	5			
MEDIUM	Printing Services	Review	5				5
			74	**26**	**21**	**16**	**11**
	FINANCIAL SERVICES TOTAL		**284**	**88**	**80**	**58**	**58**

	ECONOMY, TOURISM & ENVIRONMENT						
	Consultancy		4	1	1	1	1
	Economy						
HIGH	Town Centre Management Initiative	Review	15		15		
MEDIUM	Business Support	Review	10			10	
	Tourism						
	Conferences & Group Travel	Review	10			10	
	Destination Management System (DMS)	Computer	2				2
	Events & Attractions	Review	20	5	5	5	5
	PR & Marketing	Review	10				10
	Seafront Services	Review	10			10	
	Tourist Information Centre	Review	5				5
	Planning						
	Building Control	Review	5				5
	Development Control & S106	Review	10			10	
	Planning System	Computer	10			10	
	Policy	Review	10	10			
			121	**16**	**21**	**56**	**28**
	Amenities & Contract Management						
	Consultancy		4	1	1	1	1
MEDIUM	**Amenities**						
	Car Parking inc. Parking Permits	Review/Con	5			5	
	General (incl.Allotments,)	Review/Con	10		10		
	Highways & Verges	Contract	5	5			
	Contracts Management						
	Foreshore Maintenance Contract	Contract	10				10
	Green Waste Recycling	Contract	5			5	
	Parks & Gardens Contract	Contract	10			10	
	Public Conveniences	Contract	10				10
	Refuse Collection / Cleansing	Contract	10				10
	Seafront Gardens Contract	Contract	10			10	
	Estates Management						
HIGH	Asset Management	Review	15			15	
	Insurances	Review/Con	10	10			
	Leasing & Licensing	Review	15	15			
MED	Facilities & Contract Management	Review/Con	10		10		
			129	**31**	**21**	**46**	**31**
	ETE TOTAL		**250**	**47**	**42**	**102**	**59**
	HOUSING HEALTH & COMMUNITY SERVICES						
	Housing & Health						
	Consultancy		4	1	1	1	1
	Environmental Health						
MEDIUM	BACAS Crematorium System	Computer	2			2	
	Cemeteries & Crematorium	Review/Con	10				10
	Food Safety & Hygiene	Review	10				10
	Imp. Grants (DFG's) & HMO Licencing	Review	10	10			
	Pest Control & Pollution Control	Review	10		10		
	Licenses - Entertainment & Taxi	Review	10				10
	Housing Management						
HIGH	EHL Contracts	Contract	15		15		
M	Housing Rents	Fin Sys	15		15		
	Orchard	Computer	5				5

MEDIU	**Housing Needs & Strategy**						
	Allocation of Council Houses	Review/VFM	10			10	
	Homelessness/Temp accommodation	Review/VFM	10	10			
	Hsg Strategy/Investment Prog.	Review/VFM	15		15		
			126	**21**	**56**	**13**	**36**
	Community Services						
	Consultancy		4	1	1	1	1
MEDIUM	Community Grants	Review	10	10			
	Arts & Heritage						
	Theatres - Box Office	Review	15			15	
	Theatres - Front of House	Review	10	10			
	Theatres - Marketing	Review	10		10		
	Galleries & Museums						
HIGH	Cultural Centre	Contract	10		10		
MED	Cultural Centre Computer System	Computer	5		5		
	Sport & Leisure						
HIGH	Sports Centres & Community Centres	Review	15				15
MED	Leisure Management Serv & Maint	Contract	10	10			
	Sports, Leisure & Youth Development	Review/VFM	5				5
			94	**31**	**26**	**16**	**21**
	HHCS TOTAL		**220**	**52**	**82**	**29**	**57**
	CHIEF EXECUTIVE'S DEPARTMENT						
	Strategy &Democracy						
	Consultancy		4	1	1	1	1
MEDIUM	**Communication & Participation**						
	Civil Contingency	Review	10	10			
	Corporate Complaints	Review	10				10
	Corporate Equality	Review	15		15		
	Local Democracy						
	Elections	Review	5	5			
	Mayor & Member Support/Hospitality	Review	5			5	
	Strategic Development						
	Performance Indicators	Review	40	10	10	10	10
	Legal Services						
	Data Protection	Review	10				10
	Freedom of Information database	Computer	10	10			
	MVM system	Computer	2				2
			111	**36**	**26**	**16**	**33**
	Human Resources						
	Consultancy		4	1	1	1	1
HIGH	Agency/Bank workers	VFM	10			10	
	Payroll	Fin Sys	20			20	
	Recruitment & Retention	Review/VFM	15		15		
MEDIUM	Car Loans / Leasing	Review/VFM	5				5
	CHRIS Computer System - HR	Computer	5		5		
	CHRIS Computer System - Payroll	Computer	5	5			
	Training & Development	Review/VFM	15			15	
	Travel & Subsistence	Review/VFM	10	10			
			89	**16**	**21**	**46**	**6**

	CE's TOTAL		**200**	**52**	**47**	**62**	**39**
	CORPORATE AUDITS						
	T-Government & IT						
	Consultancy		16	4	4	4	4
MEDIUM	Bespoke Databases	Computer	20	5	5	5	5
	CAFi System	Computer	10	10			
	Change Controls	Computer	5				5
	Disaster Recovery	Computer	2				2
	Environmental Controls	Computer	3				3
	File Controls	Computer	5	5			
	GIS System & LLPG	Computer	5		5		
	Internet Controls	Computer	10			10	
	IT Policies	Computer	8	2	2	2	2
	IT Strategy	Computer	8	2	2	2	2
	ITFM Contract	Contract	10	10			
	Management Controls	Computer	5		5		
	Network Controls	Computer	10				10
	PC Controls	Computer	10				10
	Post Implementation reviews	Computer	20	5	5	5	5
	Procurement of IT Facilities	Computer	10			10	
	Project Management Control	Computer	10			10	
	Software Compliance	Computer	5	5			
	Other						
HIGH	Accommodation strategy		15	15			
	Appointment of Consultants/Agency		15			15	
	Budget Monitoring		15	15			
	Business Continuity		15		15		
	Capital Programme		15				15
	Contract Procedure Rules		10			10	
	Corporate Governance		15		15		
	Corporate Strategy/Priorities		15			15	
	Debt Recovery		15		15		
	External Funding		15				15
	Financial Procedure Rules		10	10			
	Health & Safety		15				15
	Procurement - operational		15		15		
	Procurement - strategic		15		15		
	Risk Management		15	15			
	Statement of Internal Control		40	10	10	10	10
	Contracts		60	15	15	15	15
MEDIUM	HR Management		15				15
	Local Area Agreements		15			15	
	Partnerships		60	15	15	15	15
	Performance Management		15				15
	Policies - Implementation & review		20	5	5	5	5
	Review of Constitution		10				10
	Security (excl IT)		10	10			
			632	**158**	**148**	**148**	**178**
	Audit outside EBC						
	Eastbourne Homes Ltd		40	10	10	10	10
	Wealden & Eastbourne Lifeline		0				
			40	**10**	**10**	**10**	**10**
	External Audit						

Claims work - Housing Benefits		240	60	60	60	60
Claims work - NNDR		80	20	20	20	20
Year end requirements		208	52	52	52	52
		528	**132**	**132**	**132**	**132**
Special Investigations		160	40	40	40	40
NFI		60	15	15	15	15
Contingency		80	20	20	20	20
Follow Ups		60	15	15	15	15
		360	**90**	**90**	**90**	**90**
TOTAL AUDIT DAYS		**2514**	**629**	**631**	**631**	**623**

No of audit days p.a. **629**

Low Risk Audits removed from the plan

Service Name	**Audit Type**	**Time for 4 year plan**	**2007/08 Plan**	**2008/09 Plan**	**2009/10 Plan**	**2010/11 Plan**
FINANCIAL SERVICES						
Financial Services						
Radius ICON	Computer	10	10			
		10	10	0	0	0
ECONOMY, TOURISM & ENVIRONMENT						
Amenities & Contract Management						
Amenities						
Downland & Farms	Review/Con	5		5		
Trees & Woodland	Review/Con	5			5	
		10	0	5	5	0
HOUSING HEALTH & COMMUNITY SERVICES						
Housing & Health						
Environmental Health						
Public Health Burial	Review	2	2			
Flare Computer System (APP)	Computer	5				5
Community Services						
Arts & Heritage						
Box Office Computer System	Computer	5	5			
Galleries & Museums						
Redoubt Museum	Review	5				5
		17	7	0	0	10
CHIEF EXECUTIVE'S DEPARTMENT						
Strategy &Democracy						
Local Democracy						
Electoral Reg.& Computer Sys.	Computer	5		5		
Members Allowances/Interests	Review	5			5	
Legal Services						
Land Charges & Searches	Review/Con	5		5		
Human Resources						
Officers Interests/Hospitality	Review	5			5	
		20	0	10	10	0
TOTAL LOW RISK AUDIT DAYS REMOVED		**57**	**17**	**15**	**15**	**10**

medium but AD high

medium AD high