

**INTERNAL AUDIT- MONITORING REPORT OCTOBER – DECEMBER 2006
AND WORK PLAN JANUARY - MARCH 2007**

The Committee is requested to note the following issues arising from the Internal Audit Team's third quarter monitoring report for 2006/07:

- (a) The reports issued between October and December 2006 and significant findings (Appendix 1);
- (b) The Audit follow up status report (Appendix 2);
- (c) The Work Plan January - March 2007 (Appendix 3); and
- (d) The 2006/07 Audit Plan status report (Appendix 4)

Introduction

1. This report provides a summary of the work undertaken by the Internal Audit Unit between October and December 2006, and details the overall performance to date against the Audit Plan for 2006/07. The report also contains the Internal Audit work plan for the fourth quarter 2006/07 and a status report on previous audit recommendations.

2. Resources Available:	3 months Oct-Dec 06	12 months orig. estimate 06/07
Number of days required to meet the audit plan	<u>248</u>¹	<u>990</u>¹
Number of days available based on staff in post	305	1430
Less statutory and annual leave	(23)	(166)
Sick leave	(43)	(32)
Vacancy factor	-	(30)
Training	(10)	(35)
Planning, supervisory, management and non-chargeable	<u>(34)</u>	<u>(177)</u>
Available Audit days	195 ²	990 ²
Bought in Days	0	0
Total Audit Days	<u>195</u>	<u>990</u>

Note¹ audit days available if full establishment achieved

Note² actual audit days in period

Current Staffing Position

- 3. The Unit has an establishment of 5.5 full time equivalent (fte) posts. The Audit Assistant half post is vacant, leaving 5 fte staff available during 2006/07. The vacant half post is being held for the time being to provide some budget flexibility to meet the cost of specialist auditors and external contractors, who undertook specific audits within the approved Plan earlier in the year. This position will be maintained in the future, and has been formalised in the 2007/08 budget.
- 4. Sickness during the third quarter amounted to 43 days compared to 10, 35 and 9.5 days respectively in the preceding three quarters. The majority of the sickness in

2006/07 has related to the certificated long term sickness of two members of the Team. Therefore, whilst the average level of sickness per member of staff over the last 12 months has been 19 days and is clearly of concern, the figures are explained by this factor. The effect of sickness levels on the delivery of the Audit Plan is referred to in paragraph 18. Sickness continues to be monitored and managed in accordance with the Council's management of absence policy.

Work carried out in the period

5. The audit reports issued in the third quarter are listed in paragraph 10 below. The audit opinions and main conclusions flowing from these reports are attached at Appendix 1.
6. The Audit Team has also provided support to management on a number of corporate issues and has performed a range of tasks including standing membership of project teams. Topic areas include continued participation in the officer Use of Resources and Value for Money project teams, and the review of the Council's Contract Standing Orders and Financial Regulations.
7. Supervision and management time has included the normal management and review functions undertaken by the Chief Internal Auditor, who has also been involved in the corporate activities referred to in the previous paragraph.
8. The time taken on investigation work during this quarter amounted to 21 days and primarily relates to a specific issue concerning one employee's attendance at work. The time spent on this investigation includes observation by three members of the Team, production of statements and other notes, attendance at meetings and a disciplinary hearing, preparation of the audit report, and preparation for a subsequent appeal. The investigation is referred to in paragraph 12. Advice was also given on two other separate issues, one relating to the activities of a member of staff while on sick leave, and the other a discrepancy on a sundry debtor account relating to a third party.
9. The Audit Commission has been consulted with on the content of this report and the fourth quarter audit plan for 2006/07.

Reports Issued and Significant Observations

10. The following audit reports were issued in the third quarter:

Investigation

Housing Service Cleaner – attendance and time keeping

Systems Audits

Housing Benefits
Bank Reconciliation
Non-Domestic Rates
Corporate External Funding*
Corporate Training
Housing Rents - 'Tolerated Trespassers'
Fleet Operations
Grounds Maintenance
Cash Office spot checks
Office Contracts follow up
North Weald Airfield follow up

* denotes audit undertaken by contractor

11. In addition to the audits listed above, an audit of Treasury Management was in progress at 31 December. This audit is not included in the performance figures in paragraph 17.

12. The main conclusions from the systems audits undertaken in the last quarter indicated that systems were generally operating satisfactorily in those areas, and only isolated errors or control issues were identified.

Some of the key findings from the third quarter audits are outlined below:

Investigation - Housing Estates Cleaning

Over the period investigated a mobile operative worked considerably less than his contracted hours, and on at least two days worked for less than three hours per day. This behaviour amounts to theft of time.

Outcome: Disciplinary action and dismissal (now subject to appeal)

External Funding

External funding is not given sufficient priority in corporate terms across the Council. There is a need for a strategic approach, corporate support, central co-ordination, dedicated financial and staffing resources, and a framework to be put in place.

Outcome: A working Party has been established to develop an external funding strategy, under the leadership of the Head of Research and Democratic Services.

Corporate Training

The system of corporate training is in need of review, in order to encourage and motivate staff to attend courses that support their individual development plans...there was a breach of Financial Regulations in the invoice certification process, in an area of the Unit where there was long term staff absence during 2006.

Outcome: A new Learning and Development Advisor has been appointed, and a priority task is the review of the Council's training programme. The need for separation of duties in the invoice certification procedure has been reiterated.

Fleet Operations

Fleet Operations has continued to operate since the in principle member decision in January 2005 to close the facility... A fully costed analysis, including a breakdown of the costs of fleet maintenance and MOT testing provision, and a comparison with external providers, would assist in making a final decision regarding the future provision of Fleet Operations.

Outcome: A detailed financial analysis will be prepared.

North Weald Airfield

It is of concern that there are still examples of departures from Financial Regulations, and other weaknesses, despite reminders to staff and the introduction of a Finance training course, which Officers at the Airfield have attended.

Outcome: Reminder to management and staff about Financial Regulations requirements.

Other Reporting Issues

13. When following up previous audits it is normally found that the majority of recommendations are being implemented by Service management. However it is sometimes found that not all previously agreed recommendations have been carried out within the agreed timescales. Attached at Appendix 2 is a summary schedule designed to monitor the follow up of audits carried out in 2005/06, as an aid to ensuring timely and adequate follow up both by Internal Audit and Service Management.

Three-month work plan (Appendix 3)

- 14 The Audit Commission requires all of the Council's main financial systems to be audited during 2006/07, and the majority of these audits were completed by the end of the third quarter. It is recognised that audit coverage is also required within Council services other than Finance. For this reason the Audit Plan for the fourth quarter covers a broad range of Service areas.

Audit Plan 2006/07 (Appendix 4)

15. The current status of the planned audits in this year's Audit Plan, as approved in April 2006, is set out at Appendix 4. Two investigations were added to the Plan during the year, and one audit (Housing Rents) was extended to embrace a wider scope, at the request of the Head of Service.
16. Whilst the majority of planned audits will be completed by 31 March 2007, a small number will slip to 2007/08 or not be carried out, partly due to the incidence of sickness within the Audit Team, and partly due to changed operational circumstances within the Service concerned. Where appropriate, prioritisation has been based on a risk assessment. The justification behind these decisions is outlined below:
- **Waste Management Contract**
Provision was made in the current year plan to follow up an earlier audit of the contract monitoring arrangements with SHWM. The current arrangements for the management of the contract are being overseen by Members and Chief Officers, and it is considered unnecessary to review the system at this stage.
 - **Creditors IT**
The Essex Marketplace system was rolled out during the second half of 2006/07. Audit staff were trained in the use of the system for their own purposes, and were consulted on the specification for the system. It would be beneficial to review the system, and the audit reports produced by it, in the early part of 2007/08, when more data is available on the use of the system.
 - **Section 106 (Planning) System**
The system has been subjected to one follow up review and is now operating satisfactorily. An officer group meets periodically to consider current schemes and opportunities, and the first annual report to Members was submitted in 2006/07.
 - **Freedom of Information follow up**
One of the main issues in the earlier audit report related to the assignment of a co-ordination role to ensure a consistent approach to meeting deadlines and providing information. This has now been implemented and it is considered that the small number of other issues can be dealt with by correspondence.
 - **Grants follow up**
The Portfolio Holder for Community Wellbeing requested a briefing on recent audits of grant award processes earlier this year, and has supported the recommendations made. She has suggested that it would be preferable to conduct a detailed audit in 2007/08, after a full year's operation of revised procedures, rather than a more limited follow up in the current year.
 - **Reserve Items**
A number of reserve items, included in the Appendix, were included in the original Audit Plan for 2006/07. In the event it was not necessary to bring these topics forward, but they will be included in the list of topics for consideration as part of the Audit coverage for 2007/08.

Performance Management

17. The Internal Audit Team has local performance indicator targets to meet in 2006/07. The specific LPIs for Audit are set out below:

	Actual 2004/05	Actual 2005/06	Target 2006/07	Actual Apr-June 2006/07	Actual July- Sep 2006/07	Actual Oct-Dec 2006/07	Cumulative Apr – Dec 2006/07
% Planned audits completed	86%	86%	85%	72%	67%	75%	71%
% chargeable "fee" staff time	64%	67%	65%	68%	74%	60%	67%
Average cost per audit day (inc contractors in 05/06, 06/07)	£297	£292	£285	£304	£308	£356	£322
% User satisfaction	80%	85%	80%	75%	86%	84%	82%

18. There has been some slippage in the achievement of the target for the percentage of planned audits completed, but the position is expected to improve by the end of the year, despite the recent pressure caused by staff sickness.
19. The 'chargeable' staff time percentage and unit cost figures have also been affected by sickness levels, which has prevented the target average cost of £285 per day from being met. A reduction of half a post, as part of the budget process for 2006/07, has affected the recovery of fixed overheads, which also has an impact on unit costs. Contractors were used earlier in the year, and within budget, to undertake two planned audits, and the associated costs and days are reflected in the overall cumulative unit cost of £322 per audit day for the first nine months.

Training

20. During the third quarter EFDC hosted a training event on risk based auditing for the in-house team and several auditors from across Essex. The event was facilitated by an external trainer and provided an opportunity to consider an alternative approach to auditing in a risk aware organisation.

**Summary of audits completed during Quarter 3
October - December 2006**

Report No.	Title	Service	Assurance Rating/Audit Opinion	Conclusions/Comments
411	<u>Investigation</u> Housing Estates Cleaning	Housing	<p><i>Limited Assurance</i></p> <p>Over the period investigated a mobile operative worked considerably less than his contracted hours, and on at least two days worked for less than three hours per day. This behaviour amounts to theft of time.</p> <p>It was concluded, on the balance of probabilities, that the employee has also been 'moonlighting' during working hours.</p>	<p>Weaknesses in the supervisory process provided the opportunity for the employee to exploit the system. Procedural changes are now required to reduce the possibility of such actions by mobile operatives occurring in the future.</p> <p>It is not clear from the documentation on file, whether sufficient scrutiny was exercised over the employee's previous job references, to determine his suitability for the post with EFDC.</p>
402	<u>Systems Audits</u> External Funding	All	<p><i>Limited Assurance</i></p> <p>External funding is not given sufficient priority in corporate terms across the Council. There is a need for a strategic approach, corporate support, central co-ordination, dedicated financial and staffing resources and a framework to be put in place for securing and managing external funding.</p>	<p>It should be understood that there is a range of funding opportunities available to Local Authorities. However, an investment of time and resources is required in order to create the capacity needed to take advantage of these opportunities to the benefit of the Council in meeting its key service objectives.</p>

Report No.	Title	Service	Assurance Rating/Audit Opinion	Conclusions/Comments
407	Cash Offices	Finance/ Corporate	<i>Satisfactory Assurance</i> Cash floats are generally held securely and satisfactory controls are in place. However, Management should risk assess the present security arrangements in place at the cash offices to ensure that appropriate measures are in place to protect staff.	The cash floats and petty cash held at the cash offices all agreed to the balances recorded in Finance. Stamp purchases for Epping Forest Museum should be made in future via petty cash.
406	Housing Benefits	Finance	<i>Satisfactory Assurance</i> The systems and controls for housing and council tax benefits are generally operating satisfactorily. System reconciliation should be completed promptly and regularly. An action plan has been agreed to address minor weaknesses.	Greater assurance on the recovery of overpayments will be achieved with the implementation of the new IT system, as this will have an automated interface with the corporate sundry debtors system.
401	Grounds Maintenance	Leisure	<i>Satisfactory Assurance</i> The systems and controls for the management of grounds maintenance are operating satisfactorily. Minor weaknesses were identified and have been addressed.	The General Manager had attended the Internal training course "Finance for Managers" and from that point on had ensured that separation of duties had been applied to purchasing and authorisation of financial documentation.
405	Corporate Training	Human Resources	<i>Limited Assurance</i> The system of corporate training is in need of review, in order to encourage and motivate staff to attend courses that support their individual development plans, and link to the Council's performance management framework.	There was a breach of Financial Regulations in the invoice certification process, in an area of the Unit where there was long term staff absence during 2006. Unit costs for courses are sometimes high because courses are being run under capacity due to lack of interest or failure to attend.

Report No.	Title	Service	Assurance Rating/Audit Opinion	Conclusions/Comments
410	Housing Rents 'Tolerated Trespassers'	Housing Services	<p><i>Satisfactory Assurance</i></p> <p>The system for defining, recording and monitoring tolerated trespassers is operating satisfactorily and there are sound administrative procedures in place.</p>	<p>A sample showed that all previous tenants who were now classified as tolerated trespassers had breached court orders, had been notified of their change in status, and were now shown as tolerated trespassers, with a small number having possession orders for eviction. A minor error was identified by Housing Management when collating documents for the audit, however this only had a marginal effect on the reported BVPI 66a figures for 2005/06.</p>
403	Fleet Operations	Works	<p><i>Limited Assurance</i></p> <p>Adequate controls are in place within Fleet Operations to provide assurance in the controls in place, with the exception of open ended orders, which will be addressed by the introduction of the I&DEA Marketplace.</p>	<p>Fleet Operations has continued to operate since the in principle member decision in January 2005 to close the facility. The facility has provided support for the Refuse Collection Service and is linked to the use of Langston Road depot for the time being.</p> <p>A fully costed analysis, including a breakdown of the costs of fleet maintenance and MOT testing provision, and a comparison with external providers, would assist in making a final decision regarding the future provision of Fleet Operations.</p>
409	Bank Reconciliation	Finance	<p><i>Satisfactory Assurance</i></p> <p>The procedures and controls for the reconciliation of the main Payments and Income accounts operated within the Authority are operating satisfactorily, although the reconciliation procedure for the latter account should be reviewed.</p>	<p>The main Payments and Income accounts were found to have been reconciled on a timely basis, independently reviewed and fully documented. Errors were dealt with promptly and there was adequate segregation of duties. However The Seedbed Centre Accounts and the Bank of Scotland Accounts are not reconciled on a regular basis.</p>

Report No.	Title	Service	Assurance Rating/Audit Opinion	Conclusions/Comments
408	Non Domestic Rates	Finance	<p><i>Satisfactory Assurance</i></p> <p>The system for recovery of NDR debts is generally operating satisfactorily, but some improvements could be made, particularly in the areas of internal checking and write off procedures.</p>	<p>Recovery action taken is supported by documentary evidence, and relevant accounts are updated to record recovery action. Recovery action is initiated and recorded promptly, and recovery action taken is appropriate.</p> <p>Two of the agreed actions from the previous audit report (Collection & Refunds) remain outstanding due to the difficulties in rectifying the accounts in credit, following the data conversion from Logos. Management continue to address this issue.</p>
397	Office Contracts Follow up	Legal, Admin and Estates	<p><i>Limited Assurance</i></p> <p>The agreed actions from the previous audit are now generally in place. However, the photocopying contract expired in January 2006 and the present arrangements do not comply with Contract Standing Orders.</p>	<p>The new office cleaning contract has been in place since July 2006, but it was not possible to review the performance of the contract as monitoring procedures had not been fully implemented at the time of the audit.</p>
412	North Weald Airfield follow up	Leisure	<p><i>Limited Assurance</i></p> <p>There are still examples of departures from Financial Regulations, and other weaknesses, despite reminders to staff and the introduction of a corporate Finance training course, which Officers at the Airfield have attended.</p>	<p>Improvements have been made and most of the agreed actions have been implemented since the previous audit, however overtime claims are still significant, and in excess of the current budget.</p> <p>The improvements over the past year are contributing to improved systems of control, and ultimately have the potential to lead to greater efficiency.</p>

Internal Audit Report Control Sheet – Follow Up Audits

Appendix 2

Ref.	Report Title	Client	Date Issued	Agreed Actions	Agreed Actions in place	Time of Follow up	Outstanding Issues post follow up
	Main Audits 2005/06						
320	Waste Management	Environmental	05/05	9		07/08	
328	Sundry Debtors	Finance	06/05	10	8	Qtr 1	Procedures, credit rating of debtors outstanding
329	Asset Register/inventories	Corporate	06/05	5		Qtr 4	
331	Planning fees investigation	Planning	06/05	4	3	Qtr 2	Reconciliation yet to be produced
333	Contract Systems	Corporate	06/05	6		ongoing	
330	Car Leasing	HR, Finance	06/05	8		Qtr 4	
332	Stores Stocktake	Works Unit	06/05	4		07/08	
338	Accounting & Ledger	Finance	07/05	12	7	Qtr 2	System reporting, virement levels, data cleansing
335	E-Financials Application	ICT, Finance	06/05	8		Qtr 4	
336	OHMS Application	Housing	07/05	9	9	Qtr 1	Good progress
339	Local PIs	HR	09/05	4	3	Qtr 2	Insufficient evidence to justify some LPI calculations.
340	Members Allowance	Corporate	08/05	4		Qtr 4	
344	Cash Receipting & Income Control	Finance	09/05	5	3	Qtr 1	Integrated cash management reports (to include Allpay and internet), yet to be developed
341	Office Service Contracts	Legal & Admin	10/05	4	4	Qtr 3	Photocopying contract needs to be formalised
343	IT Procurement	ICT	10/05	9		Qtr 4	
342	Creditors	Finance	10/05	29	25	Qtr 2	Key systems control issues have been addressed in training for staff but there remain concerns regarding corporate compliance with their application.
347	Building Control	Planning	10/05	10	8	Qtr 2	Reconciliation of income is outstanding
346	Freedom of Information	Corporate	11/05	4		-	Co-ordination issue now dealt with

Ref.	Report Title	Client	Date Issued	Agreed Actions	Agreed Actions in place	Time of Follow up	Outstanding Issues post follow up
349	Grants to Voluntary Organisations	RDS	12/05	11		07/08	Defer to main audit 2007/08
351	Housing Rents	Housing	12/05	7	6	Qtr 2	Suspense account process could be improved
356	Recruitment & Selection	HR	12/05	4	4	Qtr 2	High risk posts to be monitored
362	Works Unit Investigation	Works Unit	12/05	7		Qtr 4	
358	Housing & Council Tax Benefits	Finance	12/05	14	11	Qtr 3	Outstanding issues linked to new IT system
360	Treasury Management	Finance	12/05	8		Qtr 4	
352	Cash Offices	Finance	12/05	3	3	Qtr 3	Issues addressed
353	Budgetary Control	Finance	12/05	8		Qtr 4	
350	Payroll	Finance	01/06	6	5	Qtr 2	Sample checks of increments awarded
357	Licensing Investigation	Environmental	01/06	9	9	Qtr 2	Good progress during the follow up audit
376	North Weald Airfield	Leisure	05/06	8	6	Qtr 3	Control of overtime and compliance with Financial Regulations
363	Works Unit	Works Unit	02/06	5		Qtr 4	
366	Estate Management	Legal & Admin	03/06	8		Qtr 4	
368	NDR Collection & Refunds	Finance	03/06	8	6	Qtr 3	Procedure notes, use of hand held units for system notes in lieu of card system (review with new system)
370	Risk Management & Insurance	Finance	03/06	3		Qtr 4	
374	Rechargeable Works	Environmental	03/06	3		Qtr 4	
373	Capital Financing	Finance	03/06	7	-	07/08	
372	Housing Repairs & Maintenance	Housing	03/06	4		Qtr 4	
348	Bank Reconciliation	Finance	10/05	6	4	Qtr 3	Format of reconciliation, review of unrepresented cheques
369	Council Tax	Finance	03/06	6		Qtr 4	

INTERNAL AUDIT WORKPLAN JANUARY – MARCH 2007

Appendix 3

Week	Chief Auditor		Senior Auditor		Auditor		Auditor		Term time auditors (1xfte)		P/t Audit Assistant (vacant)	
	audit	days	audit	days	audit	days		days	audit	days	audit	days
1.1.07	Monitoring report/ Audit Plan	4	Local land charges	4	Treasury Management (cont'd)	4	Inventory control	4	Council Tax/ Car Leasing follow up	2	n/a	0
8.1.07	Audit Plan	5	Local land charges	5	Treasury Management	5	Inventory control	5	Council Tax/ Car Leasing follow up	6	n/a	0
15.1.07	Audit Plan/ VFM review	5	Local land charges	5	Service/Business Plans	5	Establishment list	5	Council Tax/ Car Leasing follow up	6	n/a	0
22.1.07	Fin Regs/ Investigation	5	Local land charges	5	Service/Business Plans	5	Leave	0	Council Tax/ Budgetary control	6	n/a	0
29.1.07	Reports/file reviews	5	Depot	5	Service/Business Plans	5	Establishment list	5	Council Tax/ Budgetary control	6	n/a	0
5.2.07	Reports/file reviews	5	Depot	5	Estate Management	5	National Fraud Initiative (NFI)	5	Council Tax/ Budgetary control	6	n/a	0
12.2.07	Reports/file reviews	5	Depot	5	Estate Management	5	NFI	5	Half Term	0	n/a	0
19.2.07	Sundry Debtors	5	Leave	0	Estate Management	5	NFI	5	Council Tax/ Budgetary control	6	n/a	0
26.2.07	Sundry Debtors	5	Depot	5	Estate Management	5	Leave	0	Council Tax/ Risk Management	6	n/a	0
5.3.07	Monitoring report/ Review files	5	Depot	5	Housing Repairs follow up	5	NFI	5	Council Tax/ Risk Management	6	n/a	0
12.3.07	Leave	0	IT Network follow up	5	Housing Repairs follow up	5	NFI	5	IT Procurement follow up/ Risk Management	6	n/a	0
19.3.07	Statement on Internal Control	5	IT Network follow up	5	Rechargeable works follow up	5	NFI	5	IT Procurement follow up/ Risk Management	6	n/a	0
26.3.07	Annual Audit Report	5	IT Network follow up	5	Rechargeable works follow up	5	NFI	5	IT Procurement follow up/ Risk Management	6	n/a	0

Notes:

- Annual leave has been allocated where booked
- Team meetings and other non-chargeable work have not been detailed in the schedule
- The Audit Commission has been consulted on the above plan

Audit Plan 2006/07
Status Report at 31 December 2006

Appendix 4

Audit area	Audit type	Days allocated	Days spent 1 Apr- 31 Dec	Status at 31 Dec 2006	Risk (impact) Indicator l/m/h
FINANCE					
Bank Reconciliation	system/follow up	20	11	completed	h
Sundry Debtors inc IT	system/follow up	30	14	complete qtr 4*	h
Creditors IT	IT/follow up	10	-	defer	h
Creditors	system/follow up	30	30	completed	h
Treasury Management	verification/follow up	20	10	in progress	h
Payroll	system/follow up	30	34	completed	h
Budgetary Control (capital and revenue)	follow up	10	1	Qtr 4	h
Risk Management and Insurance	system/follow up	15		Qtr 4	h
Main Accounting and Financial Ledger	system	25	14	completed*	h
Asset Register and Inventory control	follow up	10	3	in progress	h
Housing Benefits inc IT	system/follow up	35	35	completed	h
Benefit Fraud Investigation	system	15	15	completed	h
Council Tax inc IT	system/follow up	30	5	in progress	h
National Non Domestic Rates	system/follow up	25	30	completed	h
Cash Offices	verification	5	6	completed	h
Cash receipting system and Income control	system/follow up	20	24	completed	h
* by contractor					
TOTAL FINANCE		330	232		
PLANNING SERVICES					
Enforcement / planning fees follow up	system/follow up	25	26	completed	h
Section 106 Agreements	follow up	10	-	Delete	h
Building Control	follow up	10	15	completed	h
Cash receipting	system	10	8	completed	h
TOTAL PLANNING		55	49		
ENVIRONMENTAL SERVICES					
Car Parking	system/follow up	25	16	completed	h
Licensing	follow up	10	13	completed	h
Rechargeable Works	follow up	5		Qtr 4	h
Waste Management	follow up	10	-	Defer	h
TOTAL ENVIRONMENTAL		50	29		
WORKS/DSO					
Fleet Operations	system	15	22	completed	h
Depot	system/follow up	22		Qtr 4	h
Stores (stocktake)	stocktake	3	4	completed	h
TOTAL DSO		40	26		
HOUSING					
Housing Rent Collection	system/follow up	25	26	completed	h
Norway House (inc rent administration)	establishment	20	21	completed	h
OHMS IT system	IT/follow up	15	8	completed	h
Housing Repairs	follow up	5	1	Qtr 4	h
Tolerated Trespassers (days from contingency)	system	7	7	completed	h
Partnering Arrangements	system/vfm	-	-	reserve	m
Investigation – Estates Cleaning	Investigation	18	18	completed	h
TOTAL HOUSING		90	81		

Audit area	Audit type	Days allocated	Days spent 1 April-31 Dec	Status at 31 Dec 2006	Risk Indicator l/m/h
POLICY					
Grants to Voluntary Organisations	follow up	10	-	defer	h
Committee & Member Services Civic Support	system/follow up	15	9	in progress	m
External Funding	system	30	18	completed*	h
Safer Communities Team Investigation	investigation	-	12	completed	h
* by contractor					
TOTAL POLICY		55	39		
LEISURE SERVICES					
Contract Monitoring	system	20	21	completed	h
Grounds Maintenance	system	20	22	completed	m
North Weald Airfield	follow up	5	8	completed	h
District Museum	establishment	-	-	reserve	m
TOTAL LEISURE		45	51		
HUMAN RESOURCES					
Establishment list	system/follow up	15	3	Qtr 4	h
Corporate Training	system	10	10	completed	m
Recruitment and selection processes	follow up	5	5	completed	h
Car Leasing (days allocated from contingency)	follow up	10	3	in progress	h
TOTAL HUMAN RESOURCES		40	21		
LEGAL, ADMINISTRATION AND ESTATES					
Estate Management	system/follow up	25		Qtr 4	h
Repairs and Maintenance (non HRA)	system	-	-	reserve	m
Local land charges	system/ IT	20		Qtr 4	h
Office Services contracts	follow up	5	7	completed	h
TOTAL LEGAL AND ADMINISTRATION		50	7		
MISCELLANEOUS					
CPA and BEST VALUE					
Best Value / Local Performance Indicators	system/follow up	35	39	completed	h
Review of Service business/ best value plans	follow up	10		Qtr 4	h
CONTRACTS					
Contract/systems Audits	system	15		ongoing	h
CORPORATE					
Corporate Procurement (IT procurement c/fwd)	system	25	7	completed	h
Review of financial regulations and internal controls	management review	5	3	ongoing	h
Use of consultants	system (c/fwd)	5	8	completed	h
Freedom of Information	follow up	5	-	delete	h
FRAUD AND CORRUPTION					
National Fraud Initiative (NFI)	biennial review	35	5	Qtr 4	h
COMPUTER SERVICES					
I.T.					
Network Security/E-financials	follow ups	15		Qtr 4	h
E-mail and Internet usage	follow up	5	1	completed	h
IT Procurement (see corporate item above)	follow up	5		Qtr 4	h
TOTAL DAYS ALLOCATED		915	598		
Contingency/ Spot checks/ Minor investigations		25	6	ongoing	h
Corporate/Service Advice		50	58	ongoing	h
TOTAL		990	662		