

## INTERNAL AUDIT PLAN 3 YEAR PLAN

Job Title	2017-18	2018-19	2019-20
<b>Chief Executives</b>			
Corporate Strategy/Policy Making	8		♦
Partnership Arrangements	8		♦
Call Centre			♦
Print Commissioning			♦
Annual Governance Statement	8	♦	♦
Coroners / other services			♦
Registrars			♦
HR Function - Recruitment / Safer Recruitment DBS	8	♦	♦
HR Function L&D		♦	
Health & Safety	8		
Performance Management		♦	
Staffing Policies	5		♦
Declaration of Interest	8	♦	♦
Democratic Advice and Support			♦
Financial Management Other	5	♦	♦
Customer Services		♦	
Press Office / Communication		♦	
Modern Records		♦	
Community Safety	5		
Electoral Services	5		
Markets	5		
Sponsorship /Tourism/Marketing	5		
Property Management	8	♦	♦
Estate Management	8	♦	♦
European Programme	8		
Economic Development	10		
City Deal - Governance Arrangements	8		
Wellness Centre	8		
Community Regeneration	8		
RLP	5		
Performance/Governance/Improvement Plans	8		
Physical Regeneration	8		
Well Being of Future Generations Act	5		
Welsh Language Standards	5		
Complaints		♦	
Data Protection/FOIA		♦	
Information Governance / Retention of records / CFP	8		
TIC			♦
Property & Major Projects	10		
Executive Support			♦
Whistleblowing		♦	
Legal			♦
DSU		♦	
Organisational Development		♦	
<b>Grants</b>			
Physical Regeneration		♦	♦
Business Development	5	♦	♦
Community Funding		♦	♦
Third Party Grants Monitoring	5	♦	
Communities 2.0		♦	
Grants Data Base	5		
Chief Executive's Grants			♦
<b>Total - Chief Executive</b>	<b>200</b>		

	Job Title	2017-18	2018-19	2019-20
<b>Computer Audits</b>				
	Security of Information			*
	Operating Systems			*
	Social Media			*
	Internet Security			*
	Licensing			*
	Communications			*
	Computer Assisted Audit Testing(CAATs)	25	*	*
	- Agresso Developments	5	*	*
	- Resource Link	10		*
	- Payment Cards	5	*	*
	- Education & Children Services	5		*
	Social Care & Housing			*
	Other Systems - Total Mobile			*
	Financial Management Other		*	*
	IT Procurement		*	
	Corporate File Plan		*	
	Cloud Computing		*	
	Data Protection		*	
	National Fraud Initiative	35	*	
	Pensions		*	
	-Revenues/ Benefits / DIPS		*	
	Resources / WWEC - Grants Matrix system		*	
	Other Systems - Total Mobile		*	
	Asset Management ( Central/Other)	10		
	Collaborative Working	10		
	Networks inc WiFi	10		
	Business Continuity Planning	10		
	Installations	10		
	Active Directory	10		
	Schools	10		
	Other Systems - (Not TASK)	10		
	Digital Transformation	10		
	Agile Working	10		
<b>Total - Computer Audits</b>		<b>185</b>		

Job Title	2017-18	2018-19	2019-20
<b>Education &amp; Children Services</b>			
<b>School Improvement</b>			
School Effectiveness Support Services	8		
ERW		♦	
Welsh Language Support		♦	
<b>Education Services</b>			
Special Educational Needs	8		
School Redundancy & EVR	8		
School Modernisation		♦	
Early Years Non-Maintained Provision		♦	
Sensory Impairment			♦
Educational Psychology			♦
<b>Strategic Development</b>			
School Milk & Uniform Grants	5		
Information & Improvement		♦	
Business Support		♦	
Participation			♦
School Meals & Primary Free Breakfast Services	12	♦	♦
<b>Curriculum &amp; Well being</b>			
Education Welfare			♦
Education Other Than At School (EOTAS)		♦	
Post 16 Funding			♦
Music Services for Schools			♦
Youth Service	8		
Youth Service short term grants	3		
Families First Grant (Youth)		♦	
Youth Offending & Prevention Service			♦
Adult & Community Learning	5		
Cynnydd		♦	
<b>Children's Services</b>			
Adoption & Fostering			♦
Child Support			♦
Family Support		♦	
Partnering / Procurement			♦
Residential Care		♦	
Education Welfare			♦
Safeguarding	8	♦	
Financial Management Other	5	♦	
<b>Schools:</b>			
Llechyfedach C.P. School			♦
Ysgol Gynradd Y Tymbl			♦
Cross Hands C.P. School.	3		
Drefach C.P. School.	3		
Llangain C.P. School.	3		♦
Ysgol Llanstephan			♦
Bancyfelin C.P. School			♦
Banccfosfelin C.P. School.	3		
Pontyberem C.P. School.	3		
Gwynfryn C.P. School.	3		
Carway C.P. School.	3		

Job Title	2017-18	2018-19	2019-20
Ysgol Gynradd Ponthenri		♦	
Pontiets C.P. School	3		
Five Roads C.P. School	3		
Maesybont C.P. School.	3		
Blaenau C.P. School	3		
Llys Hywel Whitland		♦	
Ysgol Beca		♦	
Y.G. Cynwyl Elfed			♦
Ysgol G. Llanpumsaint			♦
Abernant			♦
Ysgol G. Mynyddygarreg	3		
Trimsaran C.P. School	3		
Dafen C.P. School			♦
Swiss Valley C.P. School.			♦
Llangennech Infants School		♦	
Llangennech Junior School		♦	
Ysgol Llanybydder			♦
Ysgol Gynradd Wirfoddol Llanllwni			♦
Copperworks Infant & Nursery School	3		
Lakefield C.P. School.	3		
Ysgol Gynradd Gorslas			♦
Cefneithin C.P.			♦
Meithryn Rhydaman			♦
Meidrim C.P. School			♦
Peniel C.P. School.	3		
Bro Banw	3		
Saron C.P. School	3		
Betws C.P. School		♦	
Ysgol Gynradd Tycroes		♦	
Ysgol Gynradd Parcyrhun		♦	
Ysgol Gynradd Llanedi			♦
Ysgol Gynradd Ffairfach			♦
Talley C.P School		♦	
Cwrt Henry		♦	
Llangadog C.P. School	3		
Ysgol Gynradd Brynsaron		♦	
Ysgol Gynradd Bro Brynach			♦
Ysgol Rhys Pritchard		♦	
Johnstown C.P. School			♦
Ysgol Y Dderwen, Carmarthen	3		
Llanmiloe C.P. School	3		
Bryn C.P. School	3		
Ysgol Gynradd Bynea			♦
Y Felin (Felinfoel)	3		
Hendy C.P. Mixed School		♦	
Furnace C.P. School			♦

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Maes y Morfa			*
Old Road C.P. Primary School			*
Ysgol Gynradd Llannon			*
Ysgol Brynsierfel, Llanelli.	3		
Brynamman Primary School		*	
Myrddin C.P. School			*
Llangunnor C.P. School.	3		
Parc Y Tywyn School		*	
Pembrey		*	
Ysgol Gymraeg Rhydaman			*
Llandybie C.P. School			*
Ysgol Gynradd Hafodwenog		*	
Ysgol Gymraeg Teilo Sant, Llandeilo.	3		
Llandeilo C.P. School		*	
Halfway C.P. School.		*	
Pwll C.P. Mixed School		*	
Penygaer C.P. School.	3		
Ysgol Y Castell		*	
Penygroes C.P. School		*	
Ysgol Gynradd Nantgaredig		*	
Ysgol Gymraeg Gwenllian		*	
Ysgol Dewi Sant, Llanelli.		*	
Bigyn C.P. School.	3		
Stebonheath C.P. School		*	
Burry Port Community School			*
Ysgol Y Ddwylan		*	
Richmond Park C.P. School.	3		
Ysgol Griffith Jones	3		
Ysgol y Fro			*
Carreg Hirfaen Foundation School		*	
Ysgol Cae'r Felin		*	
Ysgol Y Bedol		*	
Ysgol Brynteg		*	
Ysgol Wirfoddol Abergwili			*
Tremoilet V.C.P.			*
Laugharne V.C.P. School			*
Ys Gynradd Wirfoddol Llanddarog			*
Ferryside V.C.P. School			*
St. Mary's R.C.P. School. Llanelli.	3		
St. Mary's R.C.P. School, Carmarthen.	3		
Ysgol Wirfoddol Penboyr			*
Pentip V.A. C.I.W. Primary			*
Model V.A.P. School.	3		
Glanymor		*	
Strade		*	
Bryngwyn		*	
Maesygwendraeth		*	
QE High School		*	
Ysgol Bro Dinefwr	7		*
Dyffryn Amman	7		*
Dyffryn Taf	7		*
Ysgol Gyfun Emlyn	7		*
Bro Myrddin	7		*
Coedcae		*	
St John Lloyd		*	
Rhydygors		*	
Hoel Goffa		*	

	Job Title	2017-18	2018-19	2019-20
<b>Grants</b>				
	School Uniform	5	*	
	Post 16	5	*	*
	Education - EIG - Q1 Audit	5		*
	Education - EIG - Q2 Audit	5		*
	Education - EIG - Q3 Audit	5		*
	Education - EIG - Q4 Audit	5		*
	Education - EIG - Final Annual Audit	5		*
	Education - PDG	5	*	*
	Education - Arrangements for EIG		*	
	14 to 19 Learning Pathways		*	
	Education & Children Grants	5		
	Youth Work Strategy Grant	5		
<b>Total: Education &amp; Children Services</b>		<b>244</b>		

Job Title	2017-18	2018-19	2019-20
<b>Corporate Services</b>			
Risk Management			*
Main Accounting	10	*	*
Budget Setting	5	*	*
Budget Monitoring / Budget Manual Compliance	5	*	*
VAT	8	*	*
Capital Accounting incl.Fixed Asset Register	8	*	*
Treasury Management - Loans	5	*	*
Investments - Carmarthenshire CC	5	*	*
Investments - Dyfed Pension Fund	5	*	*
Pensions Payroll System	10	*	*
Housing Benefits	10	*	*
Council Tax	10	*	*
NNDR	10	*	*
Payroll System	20	*	*
Creditor Payments	20	*	*
Debtors System	20	*	*
Cash Receipting	5	*	*
Banking	5	*	*
Travel & Subsistence System	10	*	*
Trust Funds	8	*	*
Burry Port Harbour - Accounts Return for WAO	5	*	*
Financial Management Other	5	*	*
Teachers Salaries	8		
Asset Disposal / Acquisition	8	*	*
<b>Grants</b>			
Corporate Services		*	
<b>Total: Corporate Services</b>	<b>205</b>		

Job Title	2017-18	2018-19	2019-20
<b>Communities</b>			
Disability/Adaptations/Renewals/ARBED	8		*
Houses for Homes	8		*
Tenancy Management	8	*	*
Homelessness	8		*
Rents	8	*	*
HRA		*	*
Contract Management/Partnerships	10	*	*
Direct Payments	10		*
Home Care		*	*
Residential Care Authority & Private Homes	8	*	*
Day Care	8		*
Learning Disabilities	5	*	*
Transport			*
Safeguarding	10		*
Public Health / Protection			*
Tenant Involvement		*	
Travellers Sites		*	
Affordable Homes		*	
Meal provision		*	
Financial assessments and Collections		*	
Deputyship		*	
Care Line		*	
Licensing and other fees		*	
Service User Assets	8		
Care Plans	5		
Independent Living Fund	5		
Joint Equipment Store	5		
Arts Development			*
Cultural: Oriel Myrddin			*
Museums		*	*
Libraries		*	*
Amman Valley Leisure Centre	4	*	*
Carmarthen Leisure Centre	4	*	*
Llanelli Leisure Centre	4	*	*
Newcastle Emlyn Leisure Centre	4		
East Area Leisure / NERS / Marketing			*
Partnerships			*
Pembrey Country Park / MCP / Country Parks	12	*	*
Ski Centre	5	*	*
Burry Port Harbour			*
Theatres		*	
South Area Leisure / Education & Workforce		*	
Countryside Access	5	*	
St Clears Craft Centre	3		
Financial Management Other	5	*	*
West Area Leisure	5		
Pendine Outdoor Education Centre	8		
<b>Grants</b>			
Supporting People	15	*	*
Communities	10	*	
<b>Total: Communities</b>	<b>198</b>		



Job Title	2017-18	2018-19	2019-20
<b>Environmental Services</b>			
<b>Property:</b>			
Property Maintenance	8	♦	♦
Asset Transfer		♦	
Property Management	5		
Estate Management			♦
Property Maintenance		♦	
Tenancy Management / Housing Voids	8		
Provision / livestock markets	5	♦	♦
Energy Strategy		♦	
Cleaning Services			♦
<b>Waste and Environment:</b>			
Grounds Maintenance	5	♦	♦
Urban Parks			♦
Waste Services	8	♦	♦
Trade Waste			♦
Cleansing Services		♦	
Environmental Enforcement	5		
Public Conveniences			♦
Cemetery		♦	
Land Drainage			♦
<b>Highways and Transport:</b>			
Highway Maintenance (incl. Trunk Roads)	8	♦	♦
Other Streetwork		♦	
Street lighting		♦	
Public transport	5		♦
School & College Transport			♦
Community Transport		♦	
Parking Inc Enforcement		♦	
Fleet/Plant Management	5		♦
Traffic Management			♦
Road Safety			♦
Active Travel			♦
Public Rights of Way		♦	
<b>Planning Services:</b>			
Management Development Control			♦
Building Control	5		♦
Conservation			♦
106 Agreements	5		
Local Development Plan		♦	
Heritage	5		
<b>Policy &amp; Development Departmental:</b>			
Management Systems - Total	5	♦	
Procurement	3	♦	
Financial Management Other	5	♦	♦
<b>Grants</b>			
Departmental Grants	10		♦
<b>Total: Environmental Services</b>	<b>100</b>		

Job Title	2017-18	2018-19	2019-20
<b>Procurement / Contracts</b>			
Departmental Procurement Revenue Contracts	10	*	*
Corporate Procurement	15	*	*
Framework contracts	15	*	*
Regional Framework contracts	10	*	*
Specific Projects	7	*	*
Capital Maintenance	5	*	*
21st Century Schools	5	*	*
Post Contract	7	*	*
Financial Management Other	10	*	*
Contract Partnering Selection	5	*	*
Capital Grant Management	5	*	*
Capital Programme		*	*
Departmental Contract Management	8	*	*
Cost Management	8	*	*
<b>Total: Procurement</b>	<b>110</b>		

<b>TOTAL AUDIT DAYS</b>	<b>1242</b>	<b>1242</b>
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	Total	
<b>GENERAL AUDIT</b>	<b>848</b>	
<b>PROCUREMENT/CONTRACT AUDIT</b>	<b>110</b>	
<b>COMPUTER AUDIT</b>	<b>135</b>	
<b>SCHOOLS</b>	<b>99</b>	
<b>Fraud Work</b>	<b>50</b>	<b>NFI &amp; CAATS</b>
<b>TOTAL AUDIT DAYS</b>	<b>1242</b>	