

**INTERNAL AUDIT - 3 YEAR PLAN**

<b>Job Title</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2020-22</b>
<b>Chief Executives</b>			
PMP Function - Recruitment	10	o	o
PMP Function L&D		o	
PMP Organisational Development	12		
Ethics			o
Health & Safety		o	
Performance Management			o
Staffing Policies		o	
Declaration of Interest & Hospitality		o	
Executive Support			o
Whistleblowing			o
Legal	8		
Democratic Services		o	
Democratic Advice and Support	8		
Financial Management Other	5	o	o
<b>Grants</b>			
Chief Executive Grants (SCWDP Grant)	8		
<b>Total - Chief Executive</b>	<b>51</b>		

<b>Information &amp; Communications Audit</b>			
Security of Information	10		
Operating Systems		o	
Social Media			o
Internet Security			o
Licensing	10		
Communications	10		
Computer Assisted Audit Testing(CAATs)	25	o	o
<b>Chief Executives Systems:</b>	10	o	o
- Resource Link			
- Contact centre			
<b>Corporate Services Systems:</b>	8	o	o
- Agresso			
- Pensions			
- Revenues/ Benefits / DIPS			
- Insurance & Risk			
- Payment Cards			
<b>Education &amp; Children Services Systems</b>	10	o	o
- SIMMS / Teacher Centre / Parentpay			
<b>Communities Systems</b>	15	o	o
- Carefirst			
- OHMS			
<b>Environment Systems</b>	15	o	o
- Total			
- Planning & Building Control			
- Asset Management			
IT Procurement			o
Corporate File Plan	10		
Cloud Computing			o
Data Protection			o
Collaborative Working		o	
Networks Inc. Wi-Fi		o	
Business Continuity Planning		o	
Installations		o	
Active Directory		o	
Schools		o	
Other Systems			

Digital Transformation / Agile Working / Information			o
Financial Management Other	5		o
<b>Total - Information &amp; Communications</b>	<b>128</b>		

<b>Regeneration &amp; Policy</b>			
Corporate Strategy/Policy Making		o	
TIC	10		
Coroners / other services	10		
Registrars		o	
Partnership Arrangements	10		
Call Centre	8		
Print Commissioning	8		
Customer Services			o
Press Office / Communication			o
Modern Records			o
Community Safety	8		
Electoral Services		o	
Markets		o	
Sponsorship /Tourism/Marketing	10	o	
Property & Estate Management	10		o
City Deal	10	o	o
Wellness Centre	10	o	o
Performance/Governance/Improvement Plans			o
Corporate Plan / Business Plans		o	
Regeneration Strand 1	10	o	
Regeneration Strand 2	10		o
Regeneration Strand 3	10		o
Regeneration Strand 4	10	o	
Well Being of Future Generations Act		o	
Welsh Language Standards		o	
Complaints			o
Freedom of Information			o
Data Protection			o
Financial Management Other	5	o	o
<b>Grants</b>			
Third Party Grants			o
Grants General		o	
<b>Total - Regeneration &amp; Policy</b>	<b>139</b>		

<b>Education &amp; Children Services</b>			
<b>School Effectiveness</b>			
School Effectiveness Support Services		o	
Welsh Language Support (grant - CIO see below)	*		
<b>Education Services</b>			
Special Educational Needs		o	
School Redundancy & EVR		o	
Challenge Advisors			o
Additional Needs			o
Inclusion		o	
School Improvement			o
Governance / School Governors (schools thematic review)	*		
Early Years Non-Maintained Provision		o	
Sensory Impairment	8		
<b>Strategic Development</b>			
Information & Improvement			o
Business Support			o
Children & Young People Participation	10		
Schools - TIC			

<b>Curriculum &amp; Well being</b>			
Education Other Than At School (EOTAS)	10		o
Post 16 Funding (Grant - see below)	*	o	o
Music Services for Schools	6		
Youth Service		o	
Youth Service short term grants		o	
School Consultants			o
Youth Offending & Prevention Service	10		
Adult & Community Learning		o	
Learning Transformation - eg Cynnydd, Cam Nesa			o
<b>Children's Services</b>			
Adoption & Fostering	10		
Child Support		o	
Corporate Parenting			o
Early Years / Family Support			o
Partnering / Procurement		o	
Residential Care			o
Education Welfare	10		
Educational Psychology			o
Safeguarding	10	o	o
Quality Assurance		o	
Planning & Commissioning		o	
Financial Management Other	5	o	o
<b>Modernising Education Programme (MEP):</b>			
21st Century Schools / School Modernisation		o	
School Admissions	10		
School Development			o
<b>Schools:</b>			
Schools DBS	8	o	o
Schools Recruitment & Teachers salaries	10	o	o
Schools - Governance and Governors	10		
Schools - Monitoring deficits & surpluses		o	
School Meals, Free Meals & Primary Free Breakfast Services	10	o	o
Schools Questionnaires	30	o	o
School visits	32	o	o
<b>Grants</b>			
PDG Access (School Uniform)	5		o
School Milk		o	
Post 16	8	o	o
Education - EIG - Final Annual Audit	8	o	o
Education - EIG - Q1 Audit	5	o	o
Education - EIG - Q2 Audit	5	o	o
Education - EIG - Q3 Audit	8	o	o
Education - EIG - Q4 Audit	5	o	o
Education - PDG - Final Annual Audit	8	o	o
Education - PDG - Q1	5	o	o
Education - PDG - Q2	5	o	o
Education - PDG - Q3	8	o	o
Education - PDG - Q4	5	o	o
Cymraeg I Oedolion	8	o	o
Families First Grant (Youth)			
Youth Work Strategy Grant	10	o	o
<b>Total: Education &amp; Children Services</b>	<b>282</b>		

Corporate Services			
Risk Management		o	
Annual Governance Statement	10	o	o
Main Accounting	10		
Budget Setting / Delivery of Efficiencies		o	
Budget Monitoring / Budget Manual Compliance		o	
VAT		o	
Petty Cash	15		
Sundry Expenses	5		
Capital Accounting incl.Fixed Asset Register	8		o
Treasury Management - Loans		o	
Investments - Carmarthenshire CC		o	
Investments - Dyfed Pension Fund		o	
Pensions Payroll System	10		o
Housing Benefits			o
Council Tax	10		o
NNDR		o	
Payroll System	15	o	o
Creditor Payments	15	o	o
Debtors System	15	o	o
Cash & Bank		o	
Travel & Subsistence System			o
Deputyships		o	
Trust Funds	20	o	o
Wales Pension Partnership - Accounts Return for WAO	10	o	o
Burry Port Harbour - Accounts Return for WAO	5	o	o
National Fraud Initiative	30		o
Financial Management Other	5	o	o
<b>Grants</b>			
Corporate Services		o	
<b>Total: Corporate Services</b>	<b>183</b>		

Communities			
<b>Homes and Safer Communities:</b>			
Disability/Adaptations/Renewals/ARBED		o	
Houses for Homes			o
Tenancy Management		o	
Homelessness (grant - see below)	*		
Rents	10		
HRA		o	
Public Health / Protection		o	
Licensing and other fees			o
<b>Communities (Social Care):</b>			
Contract Management/Partnerships	8		
Direct Payments		o	
Home Care		o	o
Residential Care Authority & Private Homes	15	o	o
Supported Living			o
Day Care	10		
Payment cards in Adult Social Care	8		
MHLD	5		
Transport		o	
Safeguarding	10	o	o
Travellers Sites	8		
Affordable Homes			o
Meal provision	10		
Financial assessments and Collections		o	
Appointeeship		o	
Care Plans			o

Joint Equipment Store			o
<b>Leisure:</b>			
Cultural/Arts Development: Oriol Myrddin	8		
Museums	5	o	o
Libraries		o	
Amman Valley Leisure Centre	10	o	o
Carmarthen Leisure Centre	10	o	o
Llanelli Leisure Centre	10	o	o
Newcastle Emlyn Leisure Centre		o	
East Area Leisure / NERS / Marketing	8		
Partnerships			o
Pembrey Country Park / MCP / Country Parks		o	
Ski Centre		o	
Theatres			o
South Area Leisure / Education & Workforce			o
Countryside Access		o	
St Clears Craft Centre		o	
West Area Leisure		o	
Pendine Outdoor Education Centre			o
<b>Communities General:</b>			
Llesiant Delta Wellbeing Ltd - LATC - Debtors / Income - Procurement - Governance - Payroll	20	o	o
Housing Company	20	o	o
Financial Management Other	5	o	o
<b>Grants</b>			
Supporting People	20	o	o
Communities	10	o	o
Homelessness Grants (x2)	10	o	o
Rent Smart Wales	5	o	o
Gosod Syml	5	o	o
Enablement Grant	10	o	o
<b>Total: Communities</b>	<b>240</b>		

<b>Environmental Services</b>			
<b>Property:</b>			
Property Maintenance	10	o	o
Asset Transfer	10		
Property & Estate Management (sale of assets)	10		o
Industrial Units		o	
Tenancy Management / Housing Voids	8		
Provision / livestock markets		o	
Energy Strategy			o
Cleaning Services	8		
<b>Waste and Environment:</b>			
Grounds Maintenance	10		o
Cleansing Services		o	
Waste	10		o
Environmental Enforcement	8		
Public Conveniences			o
Cemetery		o	
Land Drainage		o	
<b>Highways and Transport:</b>			
Highway Maintenance (incl. Trunk Roads)	10	o	o
Other Streetwork			o
Street lighting			o
Public transport	10		
School & College, Community Transport		o	
Parking Inc. Enforcement			o

Fleet/Plant Management	8		
Traffic Management		o	
Road Safety			o
Active Travel		o	
Public Rights of Way		o	
<b>Planning Services:</b>			
Development Management		o	
Building Control			o
Conservation		o	
106 Agreements		o	
Local Development Plan	10		
Heritage			o
<b>Policy &amp; Development Departmental:</b>			
Management Systems - Total			o
Financial Management Other	5	o	o
<b>Grants</b>			
Departmental Grants	20	o	o
<b>Total: Environmental Services</b>	<b>137</b>		

<b>Procurement / Contracts</b>			
Departmental Procurement Revenue Contracts		o	
Corporate Procurement	15		
Framework contracts			o
Regional Framework contracts		o	
Specific Projects (new and post contact review)	20		o
Capital Maintenance	20		
21st Century Schools			
Contract Partnering Selection	10		o
Capital Programme / SASG	10		
Departmental Contract Management		o	
Community Benefits			o
Category Management			o
Cost Management		o	
Financial Management Other	5	o	o
<b>Total: Procurement</b>	<b>80</b>		

**TOTAL AUDIT DAYS**

**1240**