

INTERNAL AUDIT - 3 YEAR PLAN

Job Title	2020-21	2021-22	2022-23
Organisation-Wide			
Staffing Matters (e.g. DBS Overtime Flexi Leave)	20		o
Local Authority Trading Companies	20		o
Debtors		o	
Travel & Subsistence		o	
Total - Organisation-wide	40		
Chief Executives			
People Services			
PMP Function - Recruitment		o	
PMP Function L&D	12		
PMP Organisational Development			o
Ethics		o	
Health & Safety	10		
Performance Management		o	
Staffing Policies			o
Declaration of Interest & Hospitality	10		
Executive Support		o	
Whistleblowing	10		
TIC			
Agile Working			o
Administration and Law			
Legal		o	
Democratic Services			o
Media and Marketing			
Press & Communications		o	
Contact Centre/Customer Services			o
Translation		o	
Media & Marketing			o
Print Commissioning			o
Sponsorship			o
Tourism	10		
Electoral Services			
Electoral Services		o	
Registrar - Births, Deaths & Marriages	10		
Civic Ceremonial			o
Coroners			
Policy			
Corporate Strategy/Policy Making	10		
Partnership Arrangements			o
Modern Records		o	
Community Safety			o
Performance/Governance/Improvement Plans		o	
Corporate Plan/Business Plans		o	
Wellbeing of Future Generations Act	10		
Welsh Language Standards	10		
Complaints		o	
Freedom of Information		o	
Data Protection		o	
Regeneration			

Markets	10		
Property & Estate Management	10		
City Deal		o	
Llanelli Wellness Centre	10	o	o
Regeneration Strand 1	10	o	o
Regeneration Strand 2	10	o	o
Regeneration Strand 3	10	o	o
Regeneration Strand 4	10	o	o
Asset Transfer			o
Industrial Units		o	
Financial Management Other	5	o	o
Grants			
Third Party Grants		o	
Grants General	10		
Total - Chief Executive	177		

Information & Communications Audit			
Security of Information			o
Social Media		o	
Internet Security		o	
Licensing			o
Communications			o
Computer Assisted Audit Testing(CAATs)	25	o	
Chief Executives Systems:	10	o	o
- Resource Link			
- Contact centre			
- Travel & Subsistence			
Corporate Services Systems:	10	o	o
- Agresso			
- Pensions			
- Revenues/ Benefits / DIPS			
- Insurance & Risk			
- Payment Cards			
Education & Children Services Systems	10	o	o
- SIMMS / Teacher Centre / Parentpay			
Communities Systems	15	o	o
- Carefirst			
- OHMS			
Environment Systems	15	o	o
- Total			
- Planning & Building Control			
- Asset Management			
IT Procurement	15		
Corporate File Plan/SharePoint/Teams			o
Cloud Computing		o	
Data Protection		o	
Networks Inc. Wi-Fi		o	
IT Disaster Recovery	10		
Active Directory		o	
Schools	10		
Other Systems			o
Digital Transformation / Agile Working / Information		o	
Financial Management Other	5	o	o
Total - Information & Communications	125		

Education & Children Services			
Education Services			
Special Educational Needs (SEN)	15		
School Redundancy & EVR		o	

Challenge Advisors			o
Additional Learning Needs (ALN)		o	
Specialist Provision Units	15		
Inclusion		o	
School Improvement		o	
Early Years Non-Maintained Provision	10		
Sensory Impairment			
School Effectiveness Support Services			o
Welsh Language Support		o	
Strategic Development			
Information & Improvement		o	
Business Support		o	
Children & Young People Participation			o
Schools - TIC			o
Curriculum & Well being			
Education Other Than At School (EOTAS)		o	
Music Services for Schools			o
Youth Service	10		
School Consultants		o	
Youth Offending & Prevention Service			o
Adult & Community Learning	10		
Learning Transformation - eg Cynnydd, Cam Nesa		o	
Children's Services			
Adoption			o
Fostering	10		
Corporate Parenting		o	
Early Years / Family Support		o	
Partnering		o	
Residential Care	10		
Education Welfare			o
Educational Psychology		o	
Safeguarding	10	o	
Quality Assurance		o	
Planning & Commissioning	10		
Financial Management Other	5	o	o
Modernising Education Programme (MEP):			
21st Century Schools / School Modernisation	10		
School Admissions			o
School Development		o	
Schools:			
Schools DBS			o
Schools Recruitment & Teachers salaries	10		
Schools - Governance and Governors		o	
Schools - Monitoring deficits & surpluses		o	
School Meals, Free Meals & Primary Free Breakfast Services	10	o	
Schools Questionnaires	30	o	
School visits	32	o	
Grants			
Local Authority Education Grant	12	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		o	
Youth Work Strategy Grant		o	
Total: Education & Children Services	279		

Corporate Services			
Risk Management	10		
Annual Governance Statement	10	o	o
Main Accounting		o	
Budget Setting / Delivery of Efficiencies	10		
Budget Monitoring / Budget Manual Compliance			
VAT	8		
Petty Cash			o
Sundry Expenses			o
Capital Accounting incl.Fixed Asset Register		o	
Treasury Management - Loans & Investments (CCC)	10		o
Investments - Dyfed Pension Fund	5		o
Pensions Payroll System		o	
Housing Benefits		o	
Council Tax		o	
NNDR	10		o
Payroll System	15	o	o
Creditor Payments	15	o	o
Debtors System	15	o	o
Cash & Bank	10		o
Travel & Subsistence System		o	
Deputyships	10		o
Trust Funds	20	o	o
Burry Port Harbour - Accounts Return for WAO	5	o	o
National Fraud Initiative		o	
Financial Management Other	5	o	o
Grants			
Corporate Services Grants	30		
Total: Corporate Services	188		

Communities			
Homes and Safer Communities:			
Disability/Adaptations/Renewals/ARBED	10		
Houses for Homes		o	
Tenancy Management		o	
Rents			o
Landlord Incentive	10		o
Sheltered Accommodation	10		o
HRA		o	
Public Health / Protection	10		
Licensing and other fees		o	
Communities (Social Care):			
Contract Management/Partnerships			o
Direct Payments		o	
Home Care	10	o	o
Residential Care Authority & Private Homes	15	o	o

Supported Living		o	
Shared Lives			o
Day Care			o
Payment cards in Adult Social Care		o	
MHLD Day Centres	10		
Safeguarding	10	o	o
Travellers Sites			o
Affordable Homes		o	
Meal provision		o	
Financial assessments and Collections	10		
Appointeeship	10		
Care Plans		o	
Joint Equipment Store		o	
Leisure:			
Cultural/Arts Development: Oriol Myrddin		o	
Museums		o	
Libraries			o
Archives		o	
Leisure: Central Team	10		o
Amman Valley Leisure Centre		o	o
Carmarthen Leisure Centre	10		o
Llanelli Leisure Centre		o	
Other Leisure Centres	10	o	o
Community Sport		o	
East Area Leisure / NERS / Marketing			
Partnerships			o
Pembrey Country Park / MCP / Country Parks		o	
Ski Centre	8		
Theatres		o	
South Area Leisure / Education & Workforce		o	
St Clears Craft Centre			o
Museum of Speed	8		
West Area Leisure	8		
Pendine Outdoor Education Centre		o	
Communities General:			
Llesiant Delta Wellbeing Ltd - LATC - Debtors / Income - Procurement - Governance - Payroll	20	o	o
Financial Management Other	5	o	o
Grants			
Supporting People (Regional Development Coordinator)	5	o	o
Homelessness Grant (incl Gosod Symb)	10	o	o
Housing Support Grant	20	o	o
Enable Grant	10	o	o
Total: Communities	229		

Environmental Services			
Property (Environment):			
Property Maintenance	15	o	
Tenancy Management / Housing Voids			o
Cleaning Services			o
Admin Buildings & Operational Depots		o	
Waste and Environment:			
Grounds Maintenance		o	
Cleansing Services	8		

Waste			o	
Environmental Enforcement				o
Municipal services, including cemeteries and public conveniences	10			
Flood Defence and Coastal Protection	10			
Highways and Transport:				
Highway Maintenance (incl. Trunk Roads)	10		o	
Other Streetwork			o	
Street lighting				o
Public transport				o
School & College, Community Transport	10			
Parking Inc. Enforcement			o	
Fleet/Plant Management			o	
Traffic Management	10			
Road Safety			o	
Active Travel			o	
Public Rights of Way				o
Highways Structures	10			
Asset Management	10			
Planning Services:				
Building Control			o	
Conservation			o	
106 Agreements	10			
Local Development Plan				o
Heritage			o	
Policy & Development Departmental:				
Management Systems - Total			o	
Financial Management Other	5		o	o
Grants				
Departmental Grants	20		o	o
Total: Environmental Services	128			

Procurement / Contracts				
Corporate Procurement				o
Framework contracts	10		o	
Regional Framework contracts	10			
Specific Project - Pre Contract	8		o	o
Specific Project - Mid Contract	8		o	o
Specific Project - Post Completion	8		o	o
Capital Maintenance				o
Contract Partnering Selection			o	
Capital Programme / SASG				o
Departmental Contract Management	10			
Community Benefits			o	
Category Management			o	
Capital Projects	15			
Financial Management Other	5		o	o
Total: Procurement	74			