

**INTERNAL AUDIT PLAN 2016-18**

<i>Department</i>	<b>2016/17 Plan</b>	<b>2017/18 Indicative</b>	<b>2018/19 Indicative</b>
<b><i>Chief Executive</i></b>			
<b><u>Regeneration &amp; Policy</u></b>			
Corporate Strategy/Policy Making	8	8	
Partnership Arrangements	8	10	●
Customer Services			●
Call Centre	5		
Translation Services		8	
Community Safety		5	
Press Office/communication			●
Print Commissioning	5		
Annual Governance Statement	8	8	●
Electoral Services		8	
Coroners / other services	3		
Registrars	8		
<b><u>People Management &amp; Performance</u></b>			
HR Function	10	10	●
Health & Safety		10	
Modern Records			●
Staffing Policies	8		
Declaration of Interest	3		●
<b><u>Administration &amp; Law</u></b>			
Democratic Advice and Support	5		
<b><u>Financial Management Other</u></b>			
	5	8	●
<b>TOTAL AUDIT DAYS FOR DEPARTMENT</b>	<b>76</b>	<b>75</b>	

***Education & Children***

**Improvement & Skills**

Community Learning	3		●
Youth Support Service	8	8	●

**Strategic Development**

Information Management	6		●
Admissions		6	
School Meals / Catering Services	10	10	●

**Education Services**

Additional Learning Needs	8		●
School Improvement	5		●

Schools Organisation	5	6	
Modernising Education Provisions		8	●
School Support		10	
Governor Support		8	
Teachers starters & leavers	6	6	●
<b><u>Children's Services</u></b>			
Adoption & Fostering			●
Child Support	6		
Family Support	6		
Partnering / Procurement	6	6	●
Residential Care			●
Education Welfare	6		●
Safeguarding	10	10	●
<b><u>Financial Management Other</u></b>			
	5	8	

<b>TOTAL AUDIT DAYS FOR DEPARTMENT</b>	<b>90</b>	<b>86</b>	
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## Grants

### **Economic Development/Physical**

#### **Regeneration**

Physical Regeneration	10	5	●
Business Development	5	5	●
Community Funding	8		●
Grants Monitoring		12	●
Sponsorship/Tourism/Marketing		7	

#### **Departmental Grants**

	15	15	●
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#### **Specific Grants**

Foundation Stage	6	5	●
DCELLS Post 16	5	5	●
Bus operators Grant	5		
School Uniform		5	●
Supporting People	15	15	●
Education - EIG - Q1 Audit	5	5	●
Education - EIG - Q2 Audit	5	5	●
Education - EIG - Q3 Audit	5	5	●
Education - EIG - Q4 Audit	5	5	●
Education - EIG - Final Annual Audit	5	5	●
Education - PDG	15	15	●

#### **Financial Management Other**

	5	8	
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<b>TOTAL AUDIT DAYS FOR DEPARTMENT</b>	<b>114</b>	<b>122</b>	
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## Corporate Services

### Audit, Risk and Procurement

Risk Management 10

### Finance

Main Accounting 15 15 ●

VAT 8 8 ●

Capital Accounting incl.Fixed Asset

Register 15 15 ●

Treasury Management 7 7 ●

Investments 7 7 ●

Pensions Payroll System 8 8 ●

Housing Benefits 10 10 ●

Council Tax 10 10 ●

NNDR 10 10 ●

Payroll System 22 25 ●

Creditor Payments 20 20 ●

Debtors System 20 20 ●

Cash Receipting 8 8 ●

Banking 8 8 ●

Travel & Subsistence System 10 10 ●

Trust Funds 10 12 ●

Financial Management Other 5 8 ●

**TOTAL AUDIT DAYS FOR DEPARTMENT 203 201**

### **Corporate Property (to be allocated to relevant Dept)**

Asset Disposal/Acquisition 8 ●

Asset Transfer 8 ●

Property Management 8 8 ●

Estate Management 8 8 ●

Provision / livestock markets 8 8 ●

**TOTAL AUDIT DAYS FOR DEPARTMENT 24 40**

## Communities

### Housing Services

#### **Home Improvements & Repairs:**

Disability/Adaptations/Renewals/ARBED 10 ●

Houses for Homes 8 ●

#### **Housing Services:**

Tenant Involvement 5 ●

Tenancy Mgt 8 5 ●

Voids 8 10 ●

Homelessness	8		
Travellers Sites			
Affordable Homes		8	●
<b><i>Income:</i></b>			
Rents	8	8	●
HRA	8	8	●
<b><u>Adult Social Care</u></b>			
Contract Management/Partnerships	10	10	●
Direct Payments	10		●
Home Care	10	10	●
Meal provision			●
Residential Care Authority & Private Homes	10	10	●
Service User Assets		5	
Financial assessments and Collections		5	
Deputyship		5	
Care Plans		5	
Day Care	10		●
Learning Disabilities	7	5	
Transport	8	5	
Joint equipment store		5	
Safeguarding	10	10	●
Supporting People	8	6	●
Care Line			●
<b><u>Public Protection</u></b>			
Licensing and other fees		5	
Public Health / Protection	6		●
<b><u>LEISURE and SPORT</u></b>			
<b>Arts and Culture</b>			
Arts Development	5		
Theatres			●
Cultural: Oriel Myrddin	5		
Dylan Thomas		5	
St Clears Craft Centre		5	
Heritage Services	6		●
Libraries	6		●
<b>Leisure Centres:</b>			
Amman Valley	5	5	●
Carmarthen	5	5	●
Llanelli	5	5	●
West Area Leisure / Strategic Link for Sport		20	
South Area Leisure / Education & Workforce			●

East Area Leisure / NERS / Marketing	20		
Health & Safety		5	
Local Authority Partnership		5	

**Leisure Other:**

Arrangements for Leisure Trust Status	5	5	●
Pendine School Camp		5	
Countryside Access			●
Partnerships	5		

**Countryside:**

Pembrey Country Park / MCP / Country			
Parks	15	15	●
Ski Centre	5	5	●
Burry Port Harbour	5	5	●

<b><u>Financial Management Other</u></b>	5	8	
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<b>TOTAL AUDIT DAYS FOR DEPARTMENT</b>	<b>244</b>	<b>228</b>	
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***Environmental Services***

**Building Services**

Building Maintenance	10	10	●
Procurement	5	8	●
Grounds Maintenance	8	8	●
Urban Parks	8		●

**Street Scene**

Highway Maintenance (incl. Trunk Roads)	8	8	●
Waste Services	8	8	●
Trade Waste	5	5	●
Other Streetwork		5	
Street Lighting		5	
Cleaning Services		5	
Enforcement		5	

**Transport**

Public transport	7		●
School & College Transport	5		●
Community transport		5	
Parking inc Enforcement		5	
Fleet/Plant Management	7	5	
Traffic Management	7		●
Road Safety	7		●
Management systems (task)		5	

**Planning Services**

Development Control	5		•
Building Control	5		•
Conservation		5	
s106 Agreements		5	

**Financial Management Other** 5 8

**TOTAL AUDIT DAYS FOR DEPARTMENT** 100 105

**TOTAL AUDIT DAYS FOR ALL DEPARTMENTS** 851 857

**PROCUREMENT/CONTRACTS**

**Corporate Reviews**

Departmental Contract Management		10	•
Departmental Procurement Revenue			
Contracts	7	10	•
Corporate Procurement	15	15	•
Asset Management	15	10	•

**CONTRACTS**

**Pre Contract**

Contract Partnering Selection		8	•
Capital Grant Management		8	•

**Current Contract**

Cost Mangement		5	
Framework contracts	15	10	•

**Specific Projects**

Capital Maintenance	18	18	
MEP & sample of specific projects / post contracts	10		
	15	12	•

**Post Contract** 10 10 •

**Financial Management Other** 5 5 •

**TOTAL AUDIT DAYS FOR PROCUREMENT/CONTRACTS** 110 121

**Computer Audit**

**General**

Asset Management (Central/Other)		12	•
Collaborative Working		12	•
Security of Information	15		•

IT Procurement			•
Corporate File Plan			•
Cloud Computing			•
Operating Systems	15		
Data Protection			•
Social Media	5		
Internet Security	10		
Licensing	10		
Communications	10		
Networks inc WiFi		15	
Business Continuity Planning		15	
Computer Assisted Audit Testing(CAATs)	25	25	•
Installations			
Active Directory			
NFI		30	
<b><u>Departmental Applications</u></b>			
Resources			
- Agresso Developments	8	8	•
Pensions		8	
-Revenues/ Benefits / DIPS		8	
- Resource Link	10		•
- Payment Cards	5	8	
Resources / WWEC - Grants Matrix system			
Education			
- Education & Children Services	12		•
- Schools			
Social Care & Housing	12		•
Technical Services			
Other Systems - Total Mobile	3		•
<b><u>Financial Management Other</u></b>	5	5	

<b>TOTAL AUDIT DAYS FOR COMPUTER AUDIT</b>	<b>145</b>	<b>146</b>
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### **School Audits**

#### **Primary Schools**

Meithryn Rhydaman	3		
Cefneithin C.P.	3		
Drefach C.P. School.		3	
Maesybont C.P. School.			•
Llechyfedach C.P. School	3		
Ysgol Gynradd Y Tymbl			•
Ysgol Gynradd Gorslas	3		
Cross Hands C.P. School.		3	
Llangain C.P. School.		3	
Peniel C.P. School.		3	
Bancffosfelin C.P. School.		3	

Gwynfryn C.P. School.	3	
Carway C.P. School.	3	
Pontiets C.P. School		•
Ysgol Gynradd Ponthenri	3	
Bancyfelin C.P. School	3	
Meidrim C.P. School	3	
Bro Banw	3	
Saron C.P. School	3	
Betws C.P. School		•
Ysgol Gynradd Tycroes		•
Ysgol Gynradd Parcyrhun		•
Blaenau C.P. School	3	
Nantygroes C.P. School		•
Ysgol Gynradd Llanedi	3	
Ysgol Gynradd Ffairfach	3	
Talley C.P. School		•
Cwrt Henry		•
Llangadog C.P. School	3	
Llansadwrn		
Ysgol Rhys Pritchard		•
Ysgol Gynradd Llanwrda	3	
Ysgol Gynradd Bro Brynach	3	
Llys Hywel Whitland		•
Ysgol Gynradd Brynsaron		•
Ysgol G. Llanpumsaint	3	
Ysgol G. Mynyddygarreg	3	
Johnstown C.P. School	3	
Ysgol Y Dderwen, Carmarthen	3	
Llanmiloe C.P. School	3	
Bryn C.P. School	3	
Ysgol Gynradd Bynea	3	
Dafen C.P. School	3	
Y Felin (Felinfoel)	3	
Five Roads C.P. School	3	
Llangennech Infants School	3	
Llangennech Junior School		•
Hendy C.P. Mixed School		•
Furnace C.P. School	3	
Copperworks Infant & Nursery School	3	
Maes y Morfa	3	
Old Road C.P. Primary School	3	
Lakefield C.P. School.	3	
Ysgol Llanstephan	3	
Ysgol Gynradd Llannon	3	
Ysgol Brynsierfel, Llanelli.	3	
Brynamman Primary School		•
Abernant		•
Myrddin C.P. School	3	
Llangunnor C.P. School.	3	

Trimsaran C.P. School. (Juniors).		3	
Swiss Valley C.P. School.	3		
Parc Y Tywyn School			●
Pembrey			●
Ysgol Gymraeg Rhydaman	3		
Ysgol Beca			●
Llandybie C.P. School	3		
Ysgol Gynradd Hafodwenog			●
Ysgol Gymraeg Teilo Sant, Llandeilo.		3	
Ysgol Llanybydder	3		
Llandeilo C.P. School			●
Y.G. Cynwyl Elfed			●
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.			●
Pontyberem C.P. School.		3	
Bigyn C.P. School.		3	
Stebonheath C.P. School			●
Burry Port Community School	3		
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	3		
Tremoilet V.C.P.	3		
Laugharne V.C.P. School	3		
Ys Gynradd Wirfoddol Llanddarog	3		
Ferryside V.C.P. School			●
Ysgol Gynradd Wirfoddol Llanllwni	3		
St. Mary's R.C.P. School. Llanelli.		3	
St. Mary's R.C.P. School, Carmarthen.		3	
Ysgol Wirfoddol Penboyr	3		
Pentip V.A. C.I.W. Primary			
Model V.A.P. School.		3	

<b>Primary Schools - Total Days</b>	<b>105</b>	<b>87</b>
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### Secondary Schools

YSGOL BRO DINEFWR		7
DYFFRYN AMMAN		7
DYFFRYN TAF		7

GLANYMOR	7		•
YSGOL GYFUN EMLYN		7	
BRO MYRDDIN		7	
COEDCAE		7	
STRADE	7		•
BRYNGWYN	7		•
MAES Y GWENDRAETH	7		•
Q.E. HIGH SCHOOL	7		•
ST JOHN LLOYD		7	

<b>Secondary Schools - Total Days</b>	<b>35</b>	<b>49</b>
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**Special Schools**

RHYDGORS	7		•
HEOL GOFFA	7		•

<b>Special Schools - Total Days</b>	<b>14</b>	<b>0</b>
<b>TOTAL DAYS FOR SCHOOL AUDITS</b>	<b>154</b>	<b>136</b>

<b>TOTAL ALL AUDITS</b>	<b>1260</b>	<b>1260</b>
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