

**HEREFORDSHIRE COUNCIL
AUDIT PLAN 2010-11**

AUDIT AREA	DAYS
a. FUNDAMENTALS	
Treasury Management	25
Cash and Deposit	25
Bank Reconciliation	20
Debtors	25
Creditors	35
FMS	40
Payroll (Corporate and Education)	50
Housing Benefit- Investigations & Intervention	10
Housing Benefit-Quality and Performance	30
Education Transport	25
Children Services- Early Years	25
Amey Contract	30
Total Fundamentals	340
b. NON-FUNDAMENTALS	
Deputy Chief Executive	
Agency Payments-Corporate	15
Sustainable Communities Directorate	
Payments to Bus Contractors	15
Market Fees and Charges	10
Penalty Charge Notice	10
Community Grants and SLAs	10
Children Services Directorate	
Revenue/ Capital Grants	10
Sure Start	15
Public Health	
Environmental Health Fees and Charges	10
Continuing Health Care (Joint)	5
Total Non-Fundamental Systems	100
c. GOVERNANCE AND ANTI-FRAUD	
Inventory Checks	10
Fraud Detection Anti Money Laundering	5
Staff Register of Gifts	5
Fraud Prevention- Policy Reviews, updates	5
Complete CIPFA Managing the Risk of Fraud Checklist	5
Telecoms	10
Private Sector Housing Grants	15
Regeneration Developments	10
National Fraud Initiative	40
Car park Income	15
Developing Antifraud Culture-Publicity on Payslips, Posters Intranet	5
Annual Governance Statement	20
Scheme of Delegation- Chief Executive	5
Scheme of Delegation – Public Health	5
Scheme of Delegation – Provider Service	5
Scheme of Delegation- Integrated Commissioning	5

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AUDIT AREA	DAYS
Procurement and Contract Procedures – Public Health	10
Procurement and Contract Procedures – Deputy Chief Executive	10
Procurement and Contract Procedures – Provider Service	10
Audit and Governance Committee Procurement Review Work	15
Total Governance and Anti Fraud	210
d. OTHER KEY SYSTEMS	
Risk Management	20
Use of Resources-Internal Control	5
Audit & Corporate Governance Committee	35
Recruitment and Selection	20
Project Management	15
Partnership Arrangement	15
CRB Procedures	15
Member Allowances December 2009 – March 2010	10
Member Allowances April 2010 to July 2010	12
Member Allowances August 2010 to December 2010	10
Shared Services- Consultancy (Joint)	20
Integrated Commissioning (Joint)	20
Total Other Key Systems	197
e. ICT PROTOCOLS AND CONTROLS (COUNCIL-WIDE)	
Thorn -ISO 27001 Physical Security (Joint)	6
Thorn-ISO27001 Team Compliance (Joint)	6
Thorn-ISO27001 – Risk Treatment (Joint)	6
Thorn ISO27001- Third Party Compliance (Joint)	6
Thorn ISO 27001 – Business Continuity (Joint)	6
ISO27001 – Technical Compliance (Joint)	6
IPG Group Assurance (Consultancy)	10
Corelogic/Framework i	15
Revenues- IDOX	5
Revenues- Academy	5
Managed Learning, platform/VLE- Access controls	5
Access Control-CT,HB;NDR, payroll, Cash Receipting	8
Home Point	6
E-POP Cedar E- Purchasing System	8
Agresso Installation (Consultancy)	10
Total ICT Protocols and Controls Council-Wide	108
f. ESTABLISHMENT VISITS	
Bank Account Schools	100
Primary Schools Toolkit	200
Total Establishments Visits	300
g. VERIFICATION AND PROBITY	
Diversity Standard	10
Data Protection	15
Good Environmental Management(GEM)	10
Total Verification and Probity	35

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AUDIT AREA	DAYS
h. RECOMMENDATION FOLLOW UP	
Trade and Domestic Waste	5
Travel and Subsistence	5
Procurement and Contract Procedures Resources	5
National Indicator 135 Carers	2
Education FMS	5
Drugs Forum	3
Asset Register	5
NDR/Council Tax	5
ISIS Payments	5
Minster School	5
Instrumental Music	5
ISO 27001	5
Section 75 Agreements (Joint)	10
Supporting People	10
Total Recommendation Follow Up	75
i. PERFORMANCE MANAGEMENT	
Performance Management Framework including SRDs	30
Performance Indicators (to be identified)	40
Data Quality Assurance Check	10
Local Area Agreement	15
Health Delivery of Outcomes (Joint)	10
Total Performance Management	105
Total Contingency	133
TOTAL PLANNED DAYS	1603