

<u>Ref:</u>	<u>Section and</u>	<u>Risk Level</u> Principal Activity	<u>Days</u> <u>05/0</u>	<u>Strat.Plan</u>			
Audit Services							
AM Administration and Management							
		N/A Not Assessable for Risk	5/6	6/7	7/8	8/9	
AMM04	Health and Safety	Audit Service Administration	3.00	Y	Y	Y	
AMM05	Recruitment and Selection	Audit Service Administration	5.00	Y	Y	Y	
AMM06	Service Management	Audit Service Management	100.00	Y	Y	Y	
AMM07	General Office Duties	Audit Service Administration	100.00	Y	Y	Y	
AMM08	Audit Briefing Meetings	Audit Service Administration	20.00	Y	Y	Y	
AMM09	Tardis Management	Audit Service Administration	10.00	Y	Y	Y	
AMM10	Audit Manual	Audit Service Administration	10.00	Y	Y	Y	
AMM11	Customer Liaison	Audit Service Administration	15.50	Y	Y	Y	
AMM12	Hereford & Worcester Audit Group	Audit Service Administration	4.00	Y	Y	Y	
AMM14	Audit Plan	Audit Service Administration	25.00	Y	Y	Y	
AMM16	Benchmarking Club	Best Value	5.00	Y	.	.	
		Administration and Management	297.50				
ANA Non-Audit Work							
		N/A Not Assessable for Risk	5/6	6/7	7/8	8/9	
ANA01	Controlled Stationery	Stationery Ordering / Issuing	10.00	Y	Y	Y	
ANA02	IT Services and Problems/time delays	Audit Service Administration	10.00	Y	Y	Y	
		Non-Audit Work	20.00				
ARD Staff Development							
		N/A Not Assessable for Risk	5/6	6/7	7/8	8/9	
ARD06	Audit Staff Review and Development etc	Audit Service Administration	10.00	Y	Y	Y	
		Staff Development	10.00				
ASL Leave							
		N/A Not Assessable for Risk	5/6	6/7	7/8	8/9	
ASL06	Annual Leave	Leave	301.00	Y	Y	Y	
ASL07	Sick Leave	Leave	100.00	Y	Y	Y	
ASL08	Bank Holidays	Leave	60.00	Y	Y	Y	
ASL09	Vacant Posts / Secondment	Vacant Posts	20.00	Y	Y	Y	
ASL11	Special Leave	Leave	10.00	Y	Y	Y	
		Leave	491.00				
ATR Training							
		N/A Not Assessable for Risk	5/6	6/7	7/8	8/9	
ATR01	Post Entry Training	Training	30.00	Y	Y	Y	
ATR07	Other Training	Development	40.00	Y	Y	Y	
ATR09	Seminars etc	Development	10.00	Y	Y	Y	
		Training	80.00				
		Audit Services	898.50				

Ref: Section and

Chief Executive

XGN General Work / Advice

XGN00 Non-specific
XGN05 Chairmans Imprest Account

XHR Human Resources

XHR00 General Audit Work/Advice
XHR08 Imprest Account
XHR09 Computerised Human Resources Info System
XHR10 Control of ID Cards & Certificates of

Risk Level	Principal Activity	<u>Days</u>	<u>Strat.Plan</u>			
		05/06	H	I	J	K
Green	Low Risk		5/6	6/7	7/8	8/9
	Other Chargeable	0.75	Y	Y	Y	Y
	Cash-ups	0.25	Y	Y	Y	Y
	<u>General Work / Advice</u>	1.00				
Amber	Medium Risk		5/6	6/7	7/8	8/9
	Other Chargeable	1.00	Y	Y	Y	Y
	Cash-ups	0.00	.	Y	.	.
	Verification/Probity	10.00	Y	.	.	.
	Systems	0.00	.	.	Y	.
	<u>Human Resources</u>	11.00				
	Chief Executive	12.00				

Ref:	Section and	Risk Level	Principal Activity	Days	Strat.Plan			
				05/06	H	I	J	K
Children Services								
ECH Other Childrens Services								
ECH06	Prevention & Support - Sec 17 & 24	Amber	Medium Risk	5/6	6/7	7/8	8/9	
ECH07	Centre 18-After School club			0.00	.	Y	.	.
ECH08	Board Out, Cont Fam, Shared Care Child & TPP			0.00	.	Y	.	.
ECH09	Hollybush			0.00	.	.	.	Y
				0.00	.	.	.	Y
				<u>Other Childrens Services</u>				
				0.00				
EGN General								
EGN00	Non-specific	Amber	Medium Risk	5/6	6/7	7/8	8/9	
EGN06	Bank Mandates			8.00	Y	Y	Y	Y
EGN07	Directorate Contract Letting			5.00	Y	Y	Y	Y
				15.00	Y	.	.	.
				<u>General</u>				
				28.00				
EHD High Schools - Bank Accounts								
EHD00	General Audit Work/Advice	Red	High Risk	5/6	6/7	7/8	8/9	
EHD06	John Masefield High - Ledbury			5.00	Y	Y	Y	Y
EHD07	Lady Hawkins - Kington			17.00	Y	Y	Y	Y
EHD09	Fairfield High - Peterchurch			17.00	Y	Y	Y	Y
EHD13	Bishop of Hereford's Bluecoat - Hereford			17.00	Y	Y	Y	Y
EHD14	Queen Elizabeth High - Bromyard			17.00	.	Y	Y	Y
EHD15	Kingstone High			17.00	Y	Y	Y	Y
				<u>High Schools - Bank Accounts</u>				
				107.00				
EHS High Schools - Non-Bank Accounts								
EHS00	General Audit Work/Advice	Amber	Medium Risk	5/6	6/7	7/8	8/9	
EHS06	Aylestone High - Hereford			2.00	Y	Y	Y	Y
EHS07	Whitecross High - Hereford			0.00	.	Y	.	Y
EHS08	John Kyrle High - Ross on Wye			0.00	.	Y	.	Y
EHS09	Wigmore High			15.00	Y	.	Y	.
EHS10	Minster College Leominster - Non Bank			15.00	Y	.	Y	.
EHS11	St Mary's High - Non Bank			15.00	Y	.	Y	.
EHS12	Haywood High - Non Bank			0.00	.	Y	.	Y
EHS13	Weobley High - Non Bank			0.00	.	Y	.	Y
				15.00	Y	.	Y	.
				<u>High Schools - Non-Bank Accounts</u>				
				62.00				
EIC Inspection, Curriculum and School								
EIC00	General Audit Work/Advice	Amber	Medium Risk	5/6	6/7	7/8	8/9	
EIC06	Instrumental Music Services			1.00	Y	Y	Y	Y
EIC07	Inspectorate			0.00	.	.	Y	.
EIC10	ICT Training Suite			0.00	.	.	Y	.
EIC12	Early Excellence Centre			0.00	.	Y	.	.
				<u>Inspection, Curriculum and School Performance</u>				
				1.00				
EPD Primary Schools - Bank Accounts								
EPD06	St. Paul's C. E. Primary - Hereford	Red	High Risk	5/6	6/7	7/8	8/9	
EPD07	Broadlands Primary - Bank Hereford			17.00	Y	Y	Y	Y
				17.00	Y	Y	Y	Y
				<u>Primary Schools - Bank Accounts</u>				
				34.00				
EPP Pre-Primary Education								
EPP06	Early Years Development	Red	High Risk	5/6	6/7	7/8	8/9	
EPP08	Early Years Development - Site visits			0.00	.	.	Y	.
				10.00	Y	Y	Y	Y
				<u>Pre-Primary Education</u>				
				10.00				

Ref:	Section and	Risk Level	Principal Activity	Days 05/06	Strat.Plan			
					H	I	J	K
EPR Policy and Resources Division		Amber	Medium Risk		5/6	6/7	7/8	8/9
EPR00	General Audit Work/Advice	Other Chargeable		1.00	Y	Y	Y	.
EPR01	Free Meal Service	Systems		0.00	.	Y	.	.
EPR02	Education Personnel	Establishment		0.00	.	Y	.	.
EPR04	Governor Services	Systems		0.00	.	Y	.	.
EPR05	Home to School/College(Pupil Entitlement)	Systems		0.00	.	Y	.	.
EPR06	LMS and Finance,	Establishment		0.00	.	Y	.	.
EPR09	Pupil Admissions & Exclusions	Establishment		0.00	.	Y	.	.
EPR11	Statistics and Information	Systems		0.00	.	.	Y	.
EPR12	Supply Cover - Central Administration	Systems		15.00	Y	.	.	.
EPR13	Schools Support Unit	Establishment		0.00	.	Y	.	.
EPR15	Childcare Services	Establishment		0.00	.	.	Y	.
EPR16	LEA Pool	Establishment		0.00	.	Y	.	.
EPR17	Standards Fund	Systems		0.00	.	Y	.	.
EPR20	Capital Grants	Systems		0.00	.	Y	.	.
<u>Policy and Resources Division</u>				16.00				

Ref:	Section and	Risk Level	Principal Activity	Days	Strat.Plan			
				05/06	H	I	J	K
EPS Primary Schools - Non-Bank Accounts		Amber	Medium Risk		5/6	6/7	7/8	8/9
EPS06	Almeley Primary	School Audit		0.00	.	.	Y	.
EPS07	Ashperton Primary	School Audit		5.00	Y	.	.	.
EPS08	Bodenham, St. Michael's C. E. Primary	School Audit		0.00	.	.	.	Y
EPS09	Bosbury C. E. Primary	School Audit		0.00	.	Y	.	.
EPS10	Brampton Abbots C. E. Primary	School Audit		0.00	.	.	Y	.
EPS11	Bredenbury Primary	School Audit		0.00
EPS12	Bridstow C. E. Primary	School Audit		0.00
EPS13	Brilley Parochial Primary	School Audit		5.00	Y	.	.	.
EPS14	Brockhampton (Bromyard) Primary	School Audit		0.00	.	.	.	Y
EPS15	St. Peter's Primary - Bromyard	School Audit		0.00	.	Y	.	.
EPS16	Burghill Primary	School Audit		0.00	.	.	Y	.
EPS17	Burley Gate C. E. Primary	School Audit		0.00	.	Y	.	.
EPS18	Canon Pyon C. E. Primary	School Audit		0.00	.	.	.	Y
EPS19	Cleghonger St. Mary's C. E. Primary	School Audit		0.00	.	Y	.	.
EPS20	Clifford Primary	School Audit		0.00
EPS21	Colwall C. E. Primary	School Audit		0.00	.	.	Y	.
EPS22	Cradley C. E. Primary	School Audit		5.00	Y	.	.	.
EPS23	Credenhill C. E. Primary	School Audit		0.00
EPS24	Dilwyn C. E. Primary	School Audit		0.00
EPS25	Eardisley C. E. Primary	School Audit		0.00	.	.	.	Y
EPS26	Eastnor C. E. Primary	School Audit		0.00	.	Y	.	.
EPS27	Ewyas Harold Primary	School Audit		0.00	.	.	Y	.
EPS28	Fownhope, St. Mary's C. E. Primary	School Audit		5.00	Y	.	.	.
EPS29	Garway Primary	School Audit		0.00	.	.	.	Y
EPS30	Goodrich C. E. Primary	School Audit		0.00	.	Y	.	.
EPS31	Gorsley Goffs Endowed Primary	School Audit		0.00
EPS32	Broadlands Primary - PreBank Hereford	School Audit		0.00
EPS33	Hampton Dene Primary - Hereford	School Audit		0.00
EPS34	Holmer C. E. Primary - Hereford	School Audit		0.00
EPS35	Hunderton Infants' - Hereford	School Audit		0.00
EPS36	Hunderton Junior - Hereford	School Audit		0.00
EPS37	Lord Scudamore Primary - Hereford	School Audit		0.00
EPS38	Marlbrook Primary - Hereford	School Audit		0.00	.	.	Y	.
EPS39	Our Lady's R. C. Primary - Hereford	School Audit		5.00	Y	.	.	.
EPS40	St. Francis Xavier's R. C. Primary - Hereford	School Audit		0.00
EPS41	St. James' C. E. Primary - Hereford	School Audit		0.00
EPS42	St. Martin's Primary - Hereford	School Audit		0.00
EPS43	St. Thomas Cantilupe C. E. Primary - Hereford	School Audit		0.00
EPS44	Trinity Primary - Hereford	School Audit		0.00
EPS45	Holme Lacy Primary	School Audit		0.00
EPS46	Hope-under-Dinmore C. E. Primary	School Audit		0.00	.	.	.	Y
EPS47	Kimbolton, St. James' C. E. Primary	School Audit		0.00	.	Y	.	.
EPS48	Kings Caple Primary	School Audit		0.00	.	.	Y	.
EPS49	Kingsland C. E. Primary	School Audit		5.00	Y	.	.	.
EPS50	Kingstone & Thrupton Primary	School Audit		0.00	.	.	.	Y
EPS51	Kington Primary	School Audit		0.00	.	Y	.	.
EPS52	Lea C. E. Primary	School Audit		0.00
EPS53	Ledbury Primary	School Audit		0.00	.	.	Y	.
EPS54	Leintwardine Endowed Primary	School Audit		0.00
EPS55	Leominster Infants'	School Audit		5.00	Y	.	.	.
EPS56	Leominster Junior	School Audit		0.00
EPS57	Ivington C. E. Primary - Leominster	School Audit		0.00	.	.	.	Y
EPS58	Little Dewchurch C. E. Primary	School Audit		0.00	.	Y	.	.
EPS59	Llangrove C. E. Primary	School Audit		0.00	.	.	Y	.
EPS60	Longtown Primary	School Audit		0.00
EPS61	Lugwardine Primary	School Audit		0.00
EPS62	Luston Primary	School Audit		5.00	Y	.	.	.

Ref:	Section and	Risk Level	Principal Activity	Days	Strat.Plan			
				05/06	H	I	J	K
EPS63	Madley Primary	School Audit	School Audit	0.00
EPS64	Marden Primary	School Audit	School Audit	0.00
EPS65	Michaelchurch Escley Primary	School Audit	School Audit	0.00	.	.	.	Y
EPS66	Mordiford C. E. Primary	School Audit	School Audit	0.00	.	Y	.	.
EPS67	Much Birch C. E. Primary	School Audit	School Audit	0.00	.	.	Y	.
EPS68	Much Marcle C. E. Primary	School Audit	School Audit	5.00	Y	.	.	.
EPS69	Orleton C. E. Primary	School Audit	School Audit	0.00	.	.	.	Y
EPS70	Pembridge C. E. Primary	School Audit	School Audit	0.00	.	Y	.	.
EPS71	Pencombe C. E. Primary	School Audit	School Audit	0.00	.	.	Y	.
EPS72	Peterchurch Primary	School Audit	School Audit	0.00
EPS73	Ross-on-Wye, Ashfield Park Primary	School Audit	School Audit	0.00
EPS74	Ross-on-Wye, St. Joseph's R. C. Primary	School Audit	School Audit	0.00	.	.	Y	.
EPS75	Shobdon Primary	School Audit	School Audit	0.00
EPS76	St. Weonard's Primary	School Audit	School Audit	0.00
EPS77	Staunton-on-Wye Endowed Primary	School Audit	School Audit	0.00
EPS78	Stoke Prior (Leominster) Primary	School Audit	School Audit	0.00	.	.	.	Y
EPS79	Stretton Sugwas C. E. Primary	School Audit	School Audit	0.00	.	Y	.	.
EPS80	Sutton Primary	School Audit	School Audit	0.00	.	.	Y	.
EPS81	Walford Primary	School Audit	School Audit	5.00	Y	.	.	.
EPS82	Wellington Primary	School Audit	School Audit	0.00	.	.	.	Y
EPS83	Weobley Primary	School Audit	School Audit	0.00	.	Y	.	.
EPS84	Weston under Penyard C. E. Primary	School Audit	School Audit	0.00	.	.	Y	.
EPS85	Whitbourne C. E. Primary	School Audit	School Audit	5.00	Y	.	.	.
EPS86	Whitchurch C. E. Primary	School Audit	School Audit	0.00	.	.	.	Y
EPS87	Wigmore Primary	School Audit	School Audit	0.00	.	Y	.	.
EPS88	Withington Primary	School Audit	School Audit	0.00	.	.	Y	.
Primary Schools - Non-Bank Accounts				55.00				
ESU	Special Schools and Units - Non Bank	Amber	Medium Risk		5/6	6/7	7/8	8/9
ESU06	Barrs Court - Hereford	School Audit	School Audit	0.00
ESU07	Blackmarston - Hereford	School Audit	School Audit	0.00
ESU08	Westfield - Leominster	School Audit	School Audit	5.00	Y	.	.	.
ESU09	Brookfield - Hereford	School Audit	School Audit	0.00
ESU10	Priory Centre - Leominster	School Audit	School Audit	0.00	.	.	.	Y
ESU11	Aconbury Centre	School Audit	School Audit	0.00	.	Y	.	.
ESU12	St. Davids - Hereford	School Audit	School Audit	0.00	.	.	.	Y
Special Schools and Units - Non Bank Accounts				5.00				
Children Services				318.00				

Ref:	Section and	Risk Level	Principal Activity	Days	Strat.Plan			
				05/06	H	I	J	K
Computer Audits								
ITC Corporate		Red	High Risk		5/6	6/7	7/8	8/9
ITC08	Data Protection Legislation Compliance	Computer / IT		0.00
ITC09	Data Protection Caldicot	Computer / IT		0.00
ITC10	Internet & E-mail Policy and Security*	Computer / IT		0.00	.	Y	.	.
ITC13	Planning & Contingency	Computer / IT		2.00	Y	Y	Y	Y
ITC15	IT Gap Analysis BS 7799 follow up *	Computer / IT		10.00	Y	Y	Y	Y
ITC16	Customer Relationship Management (CRM)	Computer / IT		0.00	.	Y	.	.
ITC17	IT Strategy	Computer / IT		0.00
ITC18	E- Financials *	Computer / IT		0.00
ITC19	E Gateway *	Computer / IT		10.00	Y	.	.	.
ITC22	Monitoring E- Government (IEG)	Computer / IT		10.00	Y	Y	Y	Y
ITC23	New Systems Controls	Computer / IT		10.00	Y	Y	Y	Y
					<u>Corporate</u>			
					42.00			
ITD IT Services		Red	High Risk		5/6	6/7	7/8	8/9
ITD06	Development : Project Management & Reviews	Computer / IT		8.00	Y	.	.	.
ITD07	Development : Controls in new systems	Computer / IT		8.00	Y	.	.	.
ITD08	Development : Capacity Planning	Computer / IT		0.00	.	Y	.	.
ITD09	Development : System Acceptance & Change	Computer / IT		0.00
ITD10	Physical Security : Acquisitions	Computer / IT		0.00	.	Y	.	.
ITD11	Physical Security : Asset Management	Computer / IT		0.00
ITD12	Physical Security : Back- up and Recovery	Computer / IT		0.00	.	Y	.	.
ITD13	Physical Security : Disaster Planning *	Computer / IT		8.00	Y	.	.	.
ITD14	Physical Security : Network Management	Computer / IT		0.00	.	Y	.	.
ITD15	Physical Security : PC Management & Control	Computer / IT		0.00	.	Y	.	.
ITD16	Physical Security : Contractors /3rd Party	Computer / IT		5.00	Y	.	.	.
ITD20	Technical Security : Data Base Management	Computer / IT		0.00	.	.	Y	.
ITD21	Technical Security : Firewall & Security	Computer / IT		0.00	.	Y	.	.
ITD22	Technical Security : Telephones	Recs FUA - Computer / IT		4.00	Y	.	.	.
ITD23	ICT Service : Performance Monitoring	Computer / IT		0.00	Y	.	.	.
ITD24	ICT Service : Recharging	Computer / IT		0.00
ITD25	Physical Security : Physical Security	Computer / IT		0.00
ITD26	Management of Software Licences	Computer / IT		6.00	Y	.	.	.
					<u>IT Services</u>			
					39.00			
ITE Children Services		Red	High Risk		5/6	6/7	7/8	8/9
ITE06	ICT Risk Assessment: Payroll	Computer / IT		0.00
ITE07	ICT Risk Assessment: Systems	Computer / IT		0.00	.	Y	.	.
					<u>Education</u>			
					0.00			
ITH Housing		Red	High Risk		5/6	6/7	7/8	8/9
ITH06	Housing General	Other Chargeable		0.00
					<u>Housing</u>			
					0.00			
ITS Audit Services		Red	High Risk		5/6	6/7	7/8	8/9
ITS06	Supporting People *	Computer / IT		0.00	.	Y	.	Y
ITS07	Adult Services Systems	Computer / IT		10.00	Y	Y	.	.
					<u>Social Care and Strategic Housing</u>			
					10.00			

Ref:	Section and	Risk Level	Principal Activity	Days 05/06	Strat.Plan			
					H	I	J	K
ITT	County Treasurer's	Red	High Risk		5/6	6/7	7/8	8/9
ITT07	Systems Risk Assessment : E. Purchasing	Computer / IT		0.00	.	Y	.	.
ITT08	Systems Risk Assessment : C Tax & NDR *	Computer / IT		3.00	Y	Y	Y	Y
ITT09	Systems Risk Assessment : Housing Benefit *	Computer / IT		3.00	Y	Y	Y	Y
ITT11	Systems Risk Assessment : Payroll	Computer / IT		3.00	Y	Y	Y	Y
ITT12	Computer Assisted Technique- Creditors	Computer / IT		3.50	Y	Y	Y	Y
ITT13	Computer Assisted Technique- NDR	Computer / IT		3.50	Y	Y	Y	Y
ITT14	Computer Assisted Technique- Council Tax	Computer / IT		3.50	Y	Y	Y	Y
ITT15	Computer Assisted Technique- Housing Benefit	Computer / IT		3.50	Y	Y	Y	Y
ITT16	Computer Assisted Technique- Payroll	Computer / IT		3.50	Y	Y	Y	Y
ITT17	Systems Risk Assessment : Cedar Interfaces *	Computer / IT		5.00	Y	Y	Y	Y
ITT18	Data Protection Legislation Compliance	Computer / IT		0.00
ITT20	System Risk Assessment : Creditors *	Computer / IT		0.00	.	Y	.	.
ITT21	System Risk assessment : Accounting System	Computer / IT		5.00	Y	Y	Y	Y
		<u>County Treasurer's</u>			36.50			
		Computer Audits			127.50			

Ref:	Section and	Risk Level	Principal Activity	Days				Strat.Plan				
				05/06	H	I	J	K				
Corporate												
CGM <u>Good Environmental Management</u>												
CGM00	GEM General	Red	High Risk	5.00	5/6	6/7	7/8	8/9	Y	Y	Y	Y
CGM06	GEM 1 - Systems			3.00	Y	Y	Y	Y	Y	Y	Y	Y
CGM07	GEM 2 - Operational Controls			3.00	Y	Y	Y	Y	Y	Y	Y	Y
CGM08	GEM 3 - Service			3.00	Y	Y	Y	Y	Y	Y	Y	Y
CGM09	GEM 4 - Site Audits			3.00	Y	Y	Y	Y	Y	Y	Y	Y
CGM10	GEM 3&4 - Site and Service			3.00	Y	Y	Y	Y	Y	Y	Y	Y
CGM11	GEM 5 - Contracts			3.00	Y	Y	Y	Y	Y	Y	Y	Y
Good Environmental Management				23.00								
CON <u>Contingency</u>												
CON01	Audit contingency	N/A	Not Assessable for Risk	123.00	5/6	6/7	7/8	8/9	Y	Y	Y	Y
					Contingency							
				123.00								
CPJ <u>Corporate Projects</u>												
CPJ07	Car loans	Red	High Risk	0.00	5/6	6/7	7/8	8/9	.	Y	.	.
CPJ08	Lease cars			0.00	.	Y
CPJ09	National Fraud Initiative			10.00	Y	Y	Y	Y	Y	Y	Y	Y
CPJ10	Honorarium Payments			0.00	.	Y
CPJ12	Audit Bulletins			0.00	Y	Y	Y	Y	Y	Y	Y	Y
CPJ13	Internal control guide			0.00	Y	Y	Y	Y	Y	Y	Y	Y
CPJ14	Quarterly Control Reports-CEMT Updates			20.00	Y	Y	Y	Y	Y	Y	Y	Y
CPJ15	Annual Control report			15.00	Y	Y	Y	Y	Y	Y	Y	Y
CPJ16	External Audit Liaison			5.00	Y	Y	Y	Y	Y	Y	Y	Y
CPJ17	Staff Review and Development			0.00	.	Y
CPJ20	External Funding			0.00	.	Y	Y	Y	Y	Y	Y	Y
CPJ23	Car mileage/Travel and Subsistence			5.00	Y	Y	Y	Y	Y	Y	Y	Y
CPJ26	Staff Exit Interviews			0.00	.	.	Y
CPJ27	Comprehensive Performance Assessment			15.00	Y
CPJ29	Performance Indicators			75.00	Y	Y	Y	Y	Y	Y	Y	Y
CPJ30	Attend Elections			2.00	Y	Y	Y	Y	Y	Y	Y	Y
CPJ31	Private Finance Initiative			15.00	Y	Y	Y	Y	Y	Y	Y	Y
CPJ33	Recruitment and Selection			25.00	Y	Y	Y	Y	Y	Y	Y	Y
CPJ34	LPSA Targets			25.00	Y	Y	Y	Y	Y	Y	Y	Y
CPJ35	Data sharing with 3rd Parties			10.00	Y
CPJ36	Section 106 Agreements			0.00	.	Y
CPJ37	Performance Management Framework			15.00	Y	Y	Y	Y	Y	Y	Y	Y
CPJ39	Anti Money Laundering Procedures			6.00	Y	Y	Y	Y	Y	Y	Y	Y
					Corporate Projects							
				243.00								
CWG <u>Corporate Working Groups</u>												
CWG07	Environmental Management Group	N/A	Not Assessable for Risk	5.00	5/6	6/7	7/8	8/9	Y	Y	Y	Y
CWG10	Procurement and Contracts			5.00	Y	Y	Y	Y	Y	Y	Y	Y
CWG12	Performance Lead/Coordinators Group			12.00	Y	Y	Y	Y	Y	Y	Y	Y
					Corporate Working Groups							
				22.00								
Corporate				411.00								

Ref: Section and
County Secretary and Solicitor

LAC Custodians

LAC03 All Custodian Imprest Accounts

LDP Democratic and Public Services

LDP00 General Audit Work/Advice

LDP06 Members Expenses

LEP Emergency Planning

LEP07 Emergency Planning Activities

LER Electoral Registration

LER07 Registration Office visit

LGN General

LGN06 Department Contract Letting

LGN07 Special

LLC Land Charges

LLC06 Land Charges

LLS Legal Services

LLS00 General Audit Work/Advice

LLS05 Bank Account

LRS Registration Service

LRS00 General Audit Work/advice

LRS06 Bromyard Registrar

LRS07 Hereford Registrar

LRS08 Kington Registrar

LRS09 Ledbury Registrar

LRS10 Leominster Registrar

LRS11 Ross Registrar

Risk Level
Principal Activity

Days Strat.Plan
05/06 H I J K

Amber	Medium Risk	5/6	6/7	7/8	8/9
Cash-ups		1.00	Y	Y	Y
	<u>Custodians</u>	1.00			
Red	High Risk	5/6	6/7	7/8	8/9
Other Chargeable		0.00	Y	Y	Y
Systems		5.00	Y	Y	Y
	<u>Democratic and Public Services</u>	5.00			
Green	Low Risk	5/6	6/7	7/8	8/9
Establishment		0.00	.	.	Y
	<u>Emergency Planning</u>	0.00			
Green	Low Risk	5/6	6/7	7/8	8/9
Establishment		0.00	.	.	.
	<u>Electoral Registration</u>	0.00			Y
Amber	Medium Risk	5/6	6/7	7/8	8/9
F&C - Contracts - Tenders /		0.00	.	.	.
Not allocated in this year		0.00	.	.	.
	<u>General</u>	0.00			
Amber	Medium Risk	5/6	6/7	7/8	8/9
Systems		0.00	.	Y	.
	<u>Land Charges</u>	0.00			
Green	Low Risk	5/6	6/7	7/8	8/9
Other Chargeable		0.50	Y	Y	Y
Cash-ups		0.50	Y	Y	Y
	<u>Legal Services</u>	1.00			
Green	Low Risk	5/6	6/7	7/8	8/9
Other Chargeable		0.00	.	Y	Y
Establishment		0.00	.	.	Y
Establishment		0.00	.	.	.
Establishment		0.00	.	.	Y
Establishment		0.00	.	Y	Y
Establishment		0.00	.	.	.
Establishment		0.00	.	.	Y
	<u>Registration Service</u>	0.00			

County Secretary and Solicitor**7.00**

Ref: Section and

County Treasurer

TAA Financial Policy and Audit

TAA00 General Audit Work/Advice
TAA13 VAT

TEX Accountancy and Exchequer

TEX00 General Audit Work/Advice
TEX06 Salaries and Wages EP Payments
TEX07 Insurance
TEX08 Support Services Imprest Account
TEX09 Creditor E.P. Payments

TGN General

TGN00 General Audit Work Advice
TGN07 Performance Management Framework
TGN08 Department Health and Safety
TGN09 Department Contract Letting
TGN10 Environmental Management

TRB Revenues and Benefits

TRB00 General Audit Work/Advice
TRB05 Imprest Account & Bank Account
TRB07 Data Protection
TRB08 Mortgages
TRB14 Credit Card Payment Introduction - Controls

Risk Level	Principal Activity	Days		Strat.Plan			
		05/06	06/06	H	I	J	K
Amber	Medium Risk		5/6	6/7	7/8	8/9	
	Other Chargeable	1.00	Y	Y	Y	Y	
	Systems	0.00	.	Y	.	.	
	<u>Financial Policy and Audit</u>	1.00					
Amber	Medium Risk		5/6	6/7	7/8	8/9	
	Other Chargeable	1.00	Y	Y	Y	Y	
	Systems	10.00	Y	.	.	.	
	Systems	0.00	.	Y	.	.	
	Cash-ups	0.50	.	Y	Y	Y	
	Systems	0.00	.	Y	.	.	
	<u>Accountancy and Exchequer</u>	11.50					
Amber	Medium Risk		5/6	6/7	7/8	8/9	
	Other Chargeable	1.00	Y	Y	Y	Y	
	Performance Management	15.00	Y	Y	Y	Y	
	Other Chargeable	3.00	Y	Y	Y	Y	
	F&C - Contracts - Tenders /	0.00	.	Y	.	.	
	Other Chargeable	5.00	.	Y	Y	Y	
	<u>General</u>	24.00					
Amber	Medium Risk		5/6	6/7	7/8	8/9	
	Other Chargeable	1.00	Y	Y	Y	Y	
	Cash-ups	0.50	Y	Y	Y	Y	
	Verification/Probity	6.00	Y	Y	Y	Y	
	Systems	0.00	.	Y	.	.	
	Recs FUA - Systems	3.00	Y	.	.	.	
	<u>Revenues and Benefits</u>	10.50					
County Treasurer		47.00					

Ref:	Section and	Risk Level	Principal Activity	Days		Strat.Plan			
				05/06	05/06	H	I	J	K
Environment									
VCS Client Services									
VCS00	General Audit Work/Advice	Red	High Risk	1.00	5/6	6/7	7/8	8/9	
VCS03	Waste Contract Management		Other Chargeable	15.00	Y	Y	Y	Y	
VCS07	Cemeteries and Crematoria		Systems	0.00	.	Y	.	.	
VCS08	Markets - fees, charges and collection		Establishment	0.00	.	.	Y	.	
VCS10	Client Services Income		Systems	0.00	.	.	Y	.	
VCS11	Recycling Income		Systems	0.00	.	.	Y	.	
VCS12	Street Cleansing		Contracts - Payments / Final	0.00	.	Y	.	.	
			<u>Client Services</u>	16.00					
VES Engineering Services									
VES00	General Audit Work/Advice	Red	High Risk	1.00	5/6	6/7	7/8	8/9	
VES06	NRSWA/Trench Inspection		Other Chargeable	0.00	Y	Y	Y	Y	
VES10	Road Maintenance		Systems	0.00	.	.	Y	.	
VES23	Fees and Charges		Systems	0.00	.	Y	.	.	
VES24	Contracts and Tenders		Contracts - Tenders / Awarding	0.00	.	Y	.	.	
VES25	Taxi Licensing		Systems	0.00	.	Y	.	.	
VES26	Highways Inspection/Claims		Verification/Probity	0.00	.	Y	.	.	
VES27	Winter Maintenance		VFM	0.00	.	.	Y	.	
VES28	Car Park Income and Control		F&C - Systems	0.00	.	Y	.	.	
VES29	Penalty Charge Notice		Recs FUA - Systems	5.00	Y	.	.	.	
VES30	Work Programme -Herefordshire Jarvis		Systems	20.00	Y	.	.	.	
			<u>Engineering Services</u>	26.00					
VET Transportation									
VET00	General Audit Work/Advice	Amber	Medium Risk	0.50	5/6	6/7	7/8	8/9	
VET09	Section 38 Orders/Private Street Works		Other Chargeable	0.00	Y	Y	Y	Y	
VET17	Public Transport- Payment to contractors		Systems	0.00	.	Y	.	.	
VET22	Concessionary Fares		Systems	0.00	.	.	Y	.	
			<u>Transportation</u>	0.50					
VGN General									
VGN06	Directorate Contract Letting	Amber	Medium Risk	15.00	5/6	6/7	7/8	8/9	
			Contracts - Tenders / Awarding	15.00	Y	.	.	.	
			<u>General</u>	15.00					
VPB Planning Services - Building Control									
VPB00	General Audit Work/Advice	Amber	Medium Risk	0.50	5/6	6/7	7/8	8/9	
VPB10	Application Management		Other Chargeable	0.00	Y	Y	.	.	
			Systems	0.00	.	.	Y	.	
			<u>Planning Services - Building Control</u>	0.50					
VPS Planning Services									
VPS00	General Audit Work/Advice	Amber	Medium Risk	0.50	5/6	6/7	7/8	8/9	
VPS03	Application management		Other Chargeable	0.00	Y	Y	Y	.	
VPS06	Planning /Building Control Administraion		Systems	0.00	.	Y	.	.	
VPS08	Wye Valley Cycle Project		Establishment	0.00	
VPS09	Fees and Charges		Establishment	0.00	
			Systems	0.00	.	Y	.	.	
			<u>Planning Services</u>	0.50					

Ref:	Section and	Risk Level	Principal Activity	Days	Strat.Plan			
				05/06	H	I	J	K
VPT Property Services		Amber	Medium Risk	5/6	6/7	7/8	8/9	
VPT00	General Audit Work/Advice	Other Chargeable		1.00	Y	Y	Y	.
VPT02	Rating Valuation	Systems		0.00	.	Y	.	.
VPT04	Management of Select Tender list	Verification/Probity		0.00	.	Y	.	.
VPT06	Terrier Management	Systems		0.00	.	.	Y	.
VPT07	Valuation and Land Agents	Systems		0.00	.	Y	.	.
VPT08	Tendering Procedures- External	Contracts - Tenders / Awarding		0.00	.	Y	.	.
VPT09	Contract Monitoring/Facilities Management	Contracts - Payments / Final		0.00	.	.	Y	.
VPT10	Management Property Portfolio	Systems		0.00	.	Y	.	.
VPT11	Property Maintenance Local orders	Systems		0.00	.	Y	.	.
VPT13	School Catering	Systems		0.00	.	.	Y	.
Property Services				1.00				
VTH EH.Environmental Health.		Amber	Medium Risk	5/6	6/7	7/8	8/9	
VTH00	General Audit Work/Advice	Other Chargeable		1.00	Y	Y	Y	Y
VTH06	Fees and Charges	Systems		12.00	Y	.	.	.
VTH07	Licensing income	Systems		0.00	.	.	Y	.
VTH08	Pest Control income	Systems		0.00	.	Y	.	.
VTH09	Landfill Sites Expenditure	VFM		0.00	.	.	Y	.
VTH10	Animal Health	Systems		0.00
VTH11	Dog Warden Income	Systems		0.00	.	Y	.	.
VTH12	Authorised Process (Air Pollution)	Systems		0.00	.	Y	.	.
VTH13	Private water supply Income	Recs FUA - Systems		5.00	Y	.	.	.
EH.Environmental Health.				18.00				
VTS EH.Trading Standards		Green	Low Risk	5/6	6/7	7/8	8/9	
VTS00	General Audit Work/Advice	Other Chargeable		0.50	Y	Y	Y	Y
VTS06	Trading Standards fees and Charges	Systems			.	Y	.	.
EH.Trading Standards				0.50				
Environment				78.00				

Ref: Section and
Fundamental Systems

FAA Financial Policy

FAA07 Treasury Management
FAA09 Asset Register

FCP Corporate

FCP06 Corporate Governance
FCP07 Salaries and Wages
FCP09 Risk Management
FCP10 Salaries and Wages Education
FCP12 Corporate Statement of Internal Control

FED Education

FED07 Financial Management System

FEX Accountancy and Exchequer

FEX06 F. M. Systems Budget Setting & Reporting
FEX07 Creditors
FEX10 Bank Reconciliation
FEX11 F.M. System . Accounting Procedures &

FRB Revenues and Benefits

FRB07 Sundry Debtors
FRB08 NDR
FRB09 Council Tax
FRB10 Housing Benefit
FRB11 Cash and Deposits

Risk Level	Principal Activity	<u>Days</u> 05/06	<u>Strat.Plan</u>			
			H	I	J	K
Red	High Risk	5/6	6/7	7/8	8/9	
	Systems	20.00	Y	Y	Y	.
	Systems	25.00	Y	Y	Y	.
	<u>Financial Policy</u>	45.00				
Red	High Risk	5/6	6/7	7/8	8/9	
	Verification/Probity	15.00	Y	Y	Y	Y
	Systems	25.00	Y	Y	Y	Y
	Systems	20.00	Y	Y	Y	Y
	Systems	25.00	Y	Y	Y	Y
	District Audit	5.00	Y	Y	Y	Y
	<u>Corporate</u>	90.00				
Red	High Risk	5/6	6/7	7/8	8/9	
	Systems	25.00	Y	Y	Y	.
	<u>Education</u>	25.00				
Red	High Risk	5/6	6/7	7/8	8/9	
	Systems	25.00	Y	Y	Y	Y
	Systems	25.00	Y	Y	Y	Y
	Systems	25.00	Y	Y	Y	Y
	Systems	25.00	Y	Y	Y	Y
	<u>Accountancy and Exchequer</u>	100.00				
Red	High Risk	5/6	6/7	7/8	8/9	
	Systems	25.00	Y	Y	Y	.
	Systems	25.00	Y	Y	Y	.
	Systems	25.00	Y	Y	Y	.
	Systems	25.00	Y	Y	Y	.
	Systems	25.00	Y	Y	Y	.
	<u>Revenues and Benefits</u>	125.00				
Fundamental Systems		385.00				

Ref: Section and
Policy and Community

PAR Archives

PAR06 Modern records

PCC Countryside Services

PCC00 General Audit Work/Advice
PCC06 Marches Woodland Initiative
PCC07 Queenswood
PCC09 Wye Valley AONB

PCL Community Liaison

PCL07 Lady Hawkins Community Centre Trust
PCL08 Grants and Donations

PCP Corporate Policy

PCP00 General Audit Work/Advice
PCP01 Administration- Brockington
PCP06 Directorate Contract Letting

PED Economic Development

PED00 General Audit Work/Advice
PED06 SRB Leominster
PED07 Hereford Partnership (Southern Marches)
PED08 Street Trading
PED09 Policy & Commissioning
PED10 Economic Investment Development
PED12 SRB South Wye Regeneration
PED13 Community Building Grants
PED14 Business Grant Start up
PED15 External Grant Applications Procedures
PED16 LEADER Project
PED17 Market Towns Initiative Programme
PED18 SRB HIT Programme
PED19 Regeneration Development

PHT Heritage

PHT09 Hereford Museum Broad St.
PHT11 Ledbury Heritage Centre
PHT12 Heritage Centre Ross on Wye

PIH Info In Herefordshire

PIH07 Bromyard
PIH08 Ledbury
PIH09 Leominster
PIH10 Ross
PIH11 Development
PIH12 Garrick House

Risk Level	Principal Activity	Days 05/06	Strat.Plan			
			H	I	J	K
Green	Low Risk		5/6	6/7	7/8	8/9
	Establishment	0.00	.	Y	.	.
	<u>Archives</u>	0.00				
Amber	Medium Risk		5/6	6/7	7/8	8/9
	Other Chargeable	0.50	Y	Y	.	.
	Establishment	0.00	.	.	Y	.
	Establishment	0.00	.	.	Y	.
	Establishment	0.00	.	.	.	Y
	<u>Countryside Services</u>	0.50				
Amber	Medium Risk		5/6	6/7	7/8	8/9
	Establishment	0.00	.	.	.	Y
	Systems	10.00	Y	.	.	Y
	<u>Community Liaison</u>	10.00				
Green	Low Risk		5/6	6/7	7/8	8/9
	Other Chargeable	1.00	Y	Y	Y	Y
	Establishment	0.00	Y	.	Y	.
	F&C - Contracts - Tenders /	10.00	Y	.	.	.
	<u>Corporate Policy</u>	11.00				
Red	High Risk		5/6	6/7	7/8	8/9
	Other Chargeable	1.00	Y	Y	Y	Y
	Verification/Probity	0.00	.	.	Y	.
	Verification/Probity	0.00	.	Y	.	.
	Systems	0.00	.	Y	.	.
	Establishment	0.00	.	.	Y	.
	Establishment	0.00
	Verification/Probity	0.00	.	.	Y	.
	Systems	0.00	.	.	Y	.
	Systems	0.00	.	Y	.	.
	Systems	0.00	.	Y	.	Y
	Verification/Probity	10.00	Y	.	Y	.
	Systems	0.00	.	.	Y	.
	Verification/Probity	5.00	Y	.	.	.
	F&C - Systems	10.00	Y	.	.	.
	<u>Economic Development</u>	26.00				
Amber	Medium Risk		5/6	6/7	7/8	8/9
	Recs FUA - Establishment	0.00	.	.	Y	.
	Establishment	0.00	.	Y	.	.
	Establishment	0.00	.	Y	.	.
	<u>Heritage</u>	0.00				
Red	High Risk		5/6	6/7	7/8	8/9
	Establishment	12.00	Y	.	.	.
	Establishment	0.00	.	.	Y	.
	Establishment	12.00	Y	.	.	.
	Establishment	0.00	.	Y	.	.
	Establishment	0.00
	Establishment	12.00	Y	.	.	.
	<u>Info In Herefordshire</u>	36.00				

Ref: Section and
PLA External Liaison
 PLA09 Divesity Compliance

PLB Libraries
 PLB00 General Audit Work/Advice - Libraries
 PLB06 Belmont Library
 PLB07 Bromyard Library
 PLB08 Colwall Library
 PLB09 Hereford Library
 PLB10 Kington Library
 PLB11 Ledbury Library
 PLB12 Lentwardine Library
 PLB13 Leominster Library
 PLB14 Ross Library
 PLB15 Weobley Library
 PLB16 Central Library Service
 PLB19 School Library Service

PPR Public Relations
 PPR00 General Audit Work/Advice

PRS Recreation & Sport
 PRS00 General Audit Work/Advice

PTM Tourism
 PTM00 General Audit Work/Advice
 PTM07 TIC Hereford
 PTM08 TIC Ledbury
 PTM09 TIC Leominster
 PTM10 TIC Queenswood
 PTM11 TIC Ross On Wye

PYS Youth Service
 PYS00 General Audit Work/Advice
 PYS12 Leominster and Wigmore Youth Service
 PYS13 Ross on Wye Youth Service
 PYS14 South Wye and Golden Valley Youth Service
 PYS15 Bromyard and Ledbury Youth Service
 PYS16 North City Youth Service
 PYS17 Kington and Weobley Youth Service
 PYS19 Imprest Account
 PYS20 Central Administration

Risk Level	Principal Activity	Days 05/06	Strat.Plan			
			H	I	J	K
Amber Medium Risk			5/6	6/7	7/8	8/9
	Verification/Probity	6.00	Y	Y	Y	Y
	<u>External Liaison</u>	6.00				
Green Low Risk			5/6	6/7	7/8	8/9
	Other Chargeable	1.00	Y	Y	Y	Y
	Establishment	0.00	.	.	.	Y
	Establishment	0.00	.	.	.	Y
	Establishment	0.00	.	.	.	Y
	Establishment	0.00	.	.	.	Y
	Establishment	0.00	.	.	.	Y
	Establishment	0.00	.	.	.	Y
	Establishment	0.00	.	.	.	Y
	Establishment	0.00	.	.	.	Y
	Establishment	0.00	.	.	Y	.
	Establishment	0.00	.	.	.	Y
	<u>Libraries</u>	1.00				
Green Low Risk			5/6	6/7	7/8	8/9
	Other Chargeable	0.50	Y	Y	Y	Y
	<u>Public Relations</u>	0.50				
Green Low Risk			5/6	6/7	7/8	8/9
	Other Chargeable	0.50	Y	Y	Y	Y
	<u>Recreation & Sport</u>	0.50				
Green Low Risk			5/6	6/7	7/8	8/9
	Other Chargeable	1.00	Y	Y	Y	Y
	Establishment	0.00	.	.	Y	.
	Establishment	0.00	.	Y	.	.
	Establishment	0.00	.	.	Y	.
	Establishment	0.00	.	Y	.	.
	Establishment	0.00	.	Y	.	.
	<u>Tourism</u>	1.00				
Amber Medium Risk			5/6	6/7	7/8	8/9
	Other Chargeable	1.00	Y	Y	Y	.
	Establishment	0.00	.	Y	.	.
	Establishment	0.00	.	.	Y	.
	Establishment	0.00	.	.	.	Y
	Establishment	0.00	.	Y	.	.
	Establishment	0.00	.	.	.	Y
	Cash-ups	0.00	.	Y	.	.
	Establishment	0.00	.	Y	.	.
	<u>Youth Service</u>	1.00				

Policy and Community 93.50

Ref: Section and

Adult Services**SEM Supported Employment**

SEM01	Transport and Vehicles
SEM02	Grants to Voluntary Bodies (SLA)
SEM03	Admin of Clients Estates, Receiverships &
SEM04	Sessional Workers Claims
SEM05	Complaints Procedures
SEM06	Donation & Bequests

Risk Level
Principal ActivityDays
05/06 Strat.Plan
H I J K

Amber	Medium Risk		5/6	6/7	7/8	8/9
	Systems	0.00	.	.	Y	.
	Systems	0.00	.	Y	.	.
	Systems	0.00	.	.	Y	.
	Systems	0.00	.	Y	.	.
	Systems	0.00	.	Y	.	.
	Systems	0.00	.	.	Y	.
	<u>Supported Employment</u>	0.00				

SGN General

SGN06	Bank Mandates
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Green	Low Risk		5/6	6/7	7/8	8/9
	Bank Accounts / Imprests	5.00	Y	Y	Y	.
	<u>General</u>	5.00				

SLD Learning Disabilities

SLD00	General Audit Work/Advice
SLD07	Ivy Close - Hereford
SLD08	Marshfield Centre/Leominster Trading/Paint Box
SLD09	St. Owens Centre - Hereford
SLD10	Ryefield Centre, Ross
SLD11	Agency Payments
SLD13	Joint Finance- Health Authority Section 31
SLD14	Blackfriars Stableblock Workmatch
SLD15	Widemarsh Workshop

Amber	Medium Risk		5/6	6/7	7/8	8/9
	Other Chargeable	1.00	Y	Y	Y	.
	Establishment	0.00	.	.	Y	.
	Establishment	0.00	.	Y	.	.
	Establishment	0.00	.	.	Y	.
	Establishment	0.00	.	Y	.	.
	Systems	15.00	Y	.	.	.
	Ad-hoc Research / Reports	15.00	Y	.	.	.
	Establishment	0.00	.	.	Y	.
	Establishment	0.00	.	Y	.	.
	<u>Learning Disabilities</u>	31.00				

SOA Other Adult Services

SOA00	General Audit Work/Advice
SOA10	Meals on Wheels (WRVS)

Green	Low Risk		5/6	6/7	7/8	8/9
	Other Chargeable	0.50	.	Y	Y	Y
	Systems	0.00	.	Y	.	.
	<u>Other Adult Services</u>	0.50				

SOP Older People

SOP00	General Audit Work/Advice
SOP15	Residential Assessments/Contribution Orders
SOP16	In-house Home Care inc. Cash Handling
SOP18	Payments to Independent Providers
SOP21	Golden Valley Day Centre

Amber	Medium Risk		5/6	6/7	7/8	8/9
	Other Chargeable	1.00	Y	Y	Y	Y
	Systems	15.00	Y	.	.	.
	Recs FUA - Systems	5.00
	Systems	15.00	Y	.	.	.
	Establishment	0.00	.	Y	.	.
	<u>Older People</u>	36.00				

SPD Physical Disabilities

SPD06	Joint Equipment Store (Adapt. & Handicapped
SPD07	Direct Payment to Service Users
SPD08	Canal Road DC

Amber	Medium Risk		5/6	6/7	7/8	8/9
	Establishment	0.00	.	Y	.	.
	Systems	15.00	Y	.	.	.
	Establishment	0.00	.	Y	Y	.
	<u>Physical Disabilities</u>	15.00				

Ref:	Section and	Risk Level	Principal Activity	Days 05/06	Strat.Plan			
					H	I	J	K
SSF Finance and Administration		Amber	Medium Risk		5/6	6/7	7/8	8/9
SSF06	Government Grants		Systems	15.00	Y	.	.	.
SSF07	Bromyard Area Office		Establishment	0.00	.	Y	.	.
SSF09	Ledbury Area Office		Establishment	0.00	.	.	Y	.
SSF10	Leominster Area Office		Establishment	0.00	.	Y	.	.
SSF11	Ross on Wye Area Office		Establishment	0.00	.	.	Y	.
SSF12	Central Office Administration		Establishment	0.00	.	Y	.	.
SSF15	Independent Living partnership		Systems	5.00	Y	.	.	.
SSF16	Home Care Charging		Systems	0.00	.	Y	.	.
SSF19	Fairer Charging		Recs FUA - Systems	5.00	Y	.	.	.
SSF21	Financial Management inc Budgetary Control		Systems	15.00	Y	Y	Y	Y
SSF22	Homecare Assistants Payroll		Recs FUA - Systems	5.00	Y	.	.	.
SSF23	HOCCS Payments/Income		Systems	0.00	.	Y	.	.
			<u>Finance and Administration</u>	45.00				
SSS Service Strategy		Red	High Risk		5/6	6/7	7/8	8/9
SSS10	Contracts/Contracts Monitoring		F&C - Contracts - Tenders /	20.00	Y	.	.	.
			<u>Service Strategy</u>	20.00				
SYJ Young People		Amber	Medium Risk		5/6	6/7	7/8	8/9
SYJ02	Supported Living/After Care/Care Leavers		Systems	25.00	Y	.	.	.
			<u>Young People</u>	25.00				
			Adult Services	177.50				

Ref: Section and

Strategic Housing**BSH Strategic Housing**

Ref:	Section and	Risk Level Principal Activity	Days 05/06	Strat.Plan			
				H	I	J	K
		Amber		5/6	6/7	7/8	8/9
		Medium Risk					
BSH00	Strategic Housing General	Other Chargeable	1.00	Y	Y	Y	Y
BSH07	Supporting People Scheme- Grant Claim	Verification/Probity	5.00	Y	.	.	.
BSH09	Temp. Accommodation/Homelessness	VFM	0.00	.	Y	.	.
BSH10	Choice Based Lettings (Homebase)	Establishment	0.00	.	.	Y	.
BSH11	Division-Ordering and Payments of Invoices	Systems	0.00	.	Y	.	.
BSH12	Tender Opening and Contracts	F&C - Contracts - Tenders /	0.00	.	Y	.	.
BSH13	Renovation Grants	Recs FUA - Systems	5.00	Y	Y	Y	.
BSH14	Agency Agreement with Housing Company	Systems	0.00	.	.	Y	.
BSH15	Enabling & Housing Need Capital/Grants	Systems	0.00	.	Y	.	.
BSH16	HMO Registration Scheme	Systems	0.00	.	Y	.	.
BSH17	Financial Management inc Budgetary Control	Systems	15.00	Y	.	.	.
BSH18	Supporting People - Contracts	Verification/Probity	15.00	Y	Y	Y	Y
		<u>Strategic Housing</u>	41.00				
		Strategic Housing	41.00				
TOTAL			<u>2596.00</u>				