

**2005/06**  
**HEREFORDSHIRE COUNCIL**  
**AUDIT SERVICES ANNUAL PLAN**  
**SUMMARY BY STRATEGIC AREAS**

<b>Strategic Area</b>	<b>Summary of Work Planned</b>	<b>Days</b>	<b>%</b>
<b>Audit Services</b>	Covers time allocated for the Administration and Management of Audit Services and includes annual and sick leave, vacancies and training days.	898.50	34.61
<b>Chief Executive's Office</b>	The main area of review relates to the Human Resource Division and covers verification of data on the Computerised Human Resources Information System (CHRIS).	12.00	0.46
<b>Computer Audits</b>	Reviews covering E Gateway, E-government, GAP analysis in relation to BS 7799 , which sets out the minimum standard of security for computer systems. A review of physical security within the IT service, which includes disaster planning and contractors/third parties. There will also be reviews covering project management and new system controls and management of software licences,  Risk assessments of the Council's main computer systems including Financial Accounting, Council Tax, NDR, Housing Benefit and Payroll.	127.50	4.91
<b>Corporate</b>	Work which covers projects across the Council as a whole and includes Performance Indicators, LPSA targets the Council's Performance Management Framework and Good Environmental Management Auditing.	411.00	15.84
<b>County Secretary and Solicitor's Department</b>	The main area of work covers verification work relating to Members' expenses.	7.00	0.27

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<b>County Treasurer's Department</b>	Relates to performance management framework associated work, follow-up work on the Credit Card Payments system previously reviewed, in addition to Data Protection verification work and a system review of Salaries and Wages emergency payments.	47.00	1.81
<b>Children Services Directorate</b>	The main area of work relates to school audits at ten high and thirteen primary schools and a special school as part of the rolling programme of school visits. Early Years Development Site visits. This is in addition to a review of contract tendering arrangements within the Directorate.	318.00	12.25
<b>Environment Directorate</b>	Audit follow-up work on recommendations previously made on past system audits. System reviews covering the waste management contract, work programme - Herefordshire Jarvis, in addition to contract tendering arrangements across the directorate.	78.00	3.00
<b>Fundamental Systems</b>	Review of system and procedures whose failure could have an adverse effect on the Council's overall financial standing. This includes the main accounting system, risk management, anti-fraud and corruption arrangements, Creditors, NDR, Council Tax and Housing Benefits.	385.00	14.83
<b>Policy and Community Directorate</b>	Audit work covers three establishment visits across the directorate. Verification work with regard the Leader Project, diversity compliance and the SRB HIT programme. This is in addition to contract tendering and awarding across the Directorate.	93.50	3.60

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<b>Adult Services</b>	The main areas of review will concentrate on system reviews and will cover Financial Management and Budgetary control. Pooled Budgets, agency payments, Residential assessments/ Contribution Orders, payments to Independent Providers and Government Grants. Also follow up work in relation to the In House Homecare, Fairer Charging and Homecare Assistants payroll reviews previously completed.	177.50	6.84
<b>Strategic Housing</b>	Areas of review will cover Financial Management and Budgetary control, Supporting People Contracts and Grant Claim.	41.00	1.58
	<b>TOTAL</b>	<b>2596.00</b>	<b>100.00</b>