

APPENDIX A ANNUAL AUDIT PLAN 2016-17

Ref.	Audit Title	Risk Band	2016/17	
			Depth	Days
Corporate Core				
CC2	Mobile Phones	4	R & T	7
CC3	Staff Allowances/Expenses	2	E & T	7
CC5	Investigations & Fraud Work	5	E & T	20
CC7	Gifts & Hospitality	4	E & T	7
CC8	Petty Cash	3	E & T	7
CC9	Post	4		
CC10	Customer Complaints system	4		
Corporate Governance				
CG1	Risk Management	5	E & T	10
Democratic & Legal				
DL1	Elections & Electoral Registration	1	R & T	8
DL2	Licensing	3	E & T	8
DL3	Land Charges	1		
DL4	Members & Mayor's Allowances	3		
DL5	Printing & Stationery Unit	3	E & T	7
DL8	Freedom of Information	2		
Economic Development & Tourism				
EDT 1	Business Support & Grants	4		
EDT 2	Town Centres Grants	5	R & T	7
EDT 3	Tourism	5		
EDT 4	Discover Pendle	5	E & T	7
Environmental Health				
EH1	Env Health - Licences	5		
EH1	Env Health - Pest Control	5	R & T	6
EH2	Recharges under P.H Act	5		
EH3	Pollution Prevention and Control Permits	5		
EH5	Immigration Inspections	5		
Executive Policy Unit				
EPU2	Community Safety	2	R & T	6
EPU3	Localities	3		
Engineering & Special Projects				
ESP1	Hackneys and Private Hire	4		
ESP2	Engineering and Drainage Contracts	5		
ESP3	Parking Enforcement	3	E & T	8
Financial Services				
FS1	Creditors & Purchasing	2	E & T	10
FS3	Insurance-Review	2	E & T	8
FS4	Main Accounting System	1	E & T	10
FS5	Treasury Management	1	R & T	9
FS7	Asset Management & Salvage Register	1	E & T	8
FS8	Periodic Checks	5	E & T	5
FS9	Discretionary Grants to Outside Bodies	4	E & T	5
FS6	Client Function	2	R & T	8
FS10	Procurement	2	R & T	8
HRS6	Pearl Contracts	1	E & T	8
Housing & Regeneration Services				
HRS2	Property Improvement Grants	3		
HRS3	PSH Enforcement	4		
HRS4	Womens Refuge	3	R & T	8
HRS5	Homelessness	2		
Human Resources				
HR1	Pavroll & Establishment	1	E & T	10
HR3	Car Mileage	4		
HR4	Car Leasing	5		
HR5	Flexitime System	4	E & T	8
Information Technology				
IT1	IT Audit	5	E & T	30
Leisure Trust				
LT1	Leisure Trust	5	E & T	15
Operational Services				
OS2	Trade Waste	4		
OS3	Recycling	4	E & T	7
OS4	Cleansing Sundry Income	5	E & T	8
OS5	Fixed Penalty Fines	5		
OS7	Corporate Health and Safety	2	E & T	10
OS8	Hire of Halls	4		
OS9	Stock - waste containers etc	4		
Planning & Building Control				
PB1	Building Control Fees	4		
PB2	Planning Fees	2	E & T	7
PB3	Section 106 Agreements	3	E & T	8
Parks & Recreation Services				
PR1	Cemeteries	2		
PR3	Playing Fields	4	E & T	8
PR4	Events & Outdoor Recreation	4		
PR6	Vehicles and Plant	2		
Property Services				
PS1	Pre Qualification/Tendering	3	E & T	7
PS2	Final Account/Reporting to Committee	3	E & T	8
PS3	Industrial & Commercial Rents	5	R & T	8
PS4	Land and Property	3		
PS5	Markets	4	E & T	8
Treasury Services				
TS1	Sundry Debtors	4	E & T	11
TS2	Housing Benefits	1	E & T	30
TS3	Collection of Income & Reconciliation	2	E & T	13
TS4	Council Tax	2	E & T	14
TS5	NNDR	2	E & T	10
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