

NORTH WILTSHIRE DISTRICT COUNCIL

3 YEAR AUDIT ALLOCATION

SERVICE-STRATEGIC MANAGER	SYSTEM	RESPONSIBLE OFFICER	2007/8	2008/2009	2009/2010	COMMENTS
CORP SERVICES	Corp Services					
SP	Main Accounting System	Paul Hawley	10	10	10	These days may vary depending on the implementation of any new MAS.
SP	Budgetary Control	Paul Hawley	10	10	10	
SP	Bank Reconciliation	Paul Hawley	0	0	0	To be included in cash collection audit in future.
SP	Capital Expenditure/PFI	Paul Hawley	0	10	0	
SP	Car Lease/Loans	Peter Mundy	0	0	5	
SP	CITS	Anne Richards	0	0	5	
SP	Creditors	Paul Hawley	15	15	15	
SP	Grants	Paul Hawley	15	15	15	
SP	Insurances	Peter Mundy	0	0	5	
SP	Members Allow	Wendy Gubbins	0	0	5	
SP	Payroll	Elaine Orchard	10	10	10	This audit will be undertaken with KDC and SDC as part of a pilot in 2007/2008.
SP	Recruitment and Development	Elaine Orchard	5	0	0	
SP	Staff travel and Subsistence	Elaine Orchard	0	0	5	
SP	Treasury Management	Peter Mundy	5	5	5	
SP	VAT	Peter Mundy	0	0	0	
SP	Registration of Electors	John Watling	0	0	5	
SP	Mobile Phones	Wendy Gubbins	0	5	0	
SP	Financial Regulations Review	Paul Hawley	5	0	5	

COMMUNITY AND ENVIRONMENT						
LB	Arts Support	Jo Cogswell	0	0	0	
LB	Tourism/Info	David Stirling	0	0	0	
LB	Comm Safety	Jo Cogswell	0	0	0	
LB	Economic Development	David Stirling	0	0	10	
LB	Environmental Health	Mike Doran	0	0	0	
LB	Licensing	Mike Doran	0	0	5	
LB	Community Planning, Grants & Partnerships	Jo Cogswell	10	0	0	
LB	Caravan Sites	Dave Stirling	0	0	0	
LB	Homelessness	Janet O'Brien	0	5	0	
LB	Renewal Grants	Janet O'Brien	0	0	5	
LB	Staying Put	Janet O'Brien	0	0	5	
LB	Strategic Projects	Janet O'Brien	0	0	0	
LB	Contract Monitoring	David Stirling	0	10	0	
LB	FM.Jarvis	Peter Jeremiah	0	5	0	
LB	Communications & Consultation	Laurie Bell	10	0	0	
LB	Assets Management	David Stirling	0	0	5	
LB	Pound Arts Centre	Laurie Bell	10	0	0	
CUSTOMER SERVICES						
NF	Sewerage/Public Conveniences	Steve Bowcock	0	0	0	
NF	Street Cleaning	Steve Bowcock	0	5	0	
NF	Waste	Steve Bowcock	0	10	0	
NF	Cash Collection/Banking	Jackie Tavener	15	15	15	To include bank recs
NF	Council Tax	Paul Southway	20	20	20	This audit will be undertaken with KDC and SDC as part of a pilot in 2007/2008.
NF	NNDR	Paul Southway	15	15	15	
NF	Housing and Council Tax Benefits	Julie Higinbotham	25	25	25	This will comprise 4 separate pieces of work: "Claims Administration", "Security", "User Focus" and "Resource Management."

NF	Debtors	Paul Southway	20	20	20	These days may vary depending on the implementation of any new debtors system.
NF	Car Parking	Chris Major	0	0	5	
NF	Concessionary Travel	Jackie Tavener	0	0	5	
NF	Fleet Management	Steve Bowcock	0	5	0	
PLANNING	PLANNING/DEVELOPMENT					
AD	Building Control	Nigel Daniels	0	0	5	
AD	Development Control & Enforcement	Charles Pescod	0	10	0	
AD	Land Charges	Bev Hinds	0	5	0	
AD	Planning Delivery Grant	Alun Davies	5	0	0	
	ANTI FRAUD					
SP	NFI 2005	Rob Granger	10	10	10	
SP	NWDC Anti Fraud Strategy	Rob Granger	0	2	0	
SP	Fraud Assessment	Rob Granger	5	0	5	
CROSS CUTTING AUDITS	Other					
SP	Tendering	Peter Jeremiah	0	10	0	
SP	BVPI/PP Data Collection	Graham Wilkie	20	20	20	
SP	Corporate gov	Sue Pangbourne	5	0	10	The 2006/2007 audit was delayed until 2007/2008 to allow for the new CIPFA guidance to form the basis of any audit work.
SP	TGov	Pete Barnett	5	0	0	
SP	Procurement	Sue Pangbourne	0	10	0	
NF	Risk Management	Nick Fenwick/Graham Wilkie	0	10	0	
SP	S.I.C.	Sue Pangbourne	5	5	5	Increased days to allow for any additional work on the introduction of governance statement in the accounts.
SP	Freedom Of Information	Paul Taylor	5	0	0	
SP	Agency Staff	Elaine Orchard	5	0	0	
SP/AD	Section 106 Agreements	Peter Jeremiah	10	0	0	
DB	Unitary Bid	Delwyn Burbidge	15	0	0	

IT AUDITS	Deloitte Contract					
SP	Project Management	Pete Barnett	0			There is an option to extend the Deloitte IT audit coverage a further 2 years under the current contract. This option will be reviewed in 2007/2008 along with Kennet and Salisbury.
SP	Business Continuity	Pete Barnett	0			
SP	CRM	Pete Barnett	6			This audit will be undertaken with KDC and SDC as part of a pilot in 2007/2008.
SP	Change Control	Pete Barnett	6			
ADDITIONAL						
SP	Contingency	Rob Granger	40	40	40	
SP	Follow Up Audits	Rob Granger	35	35	35	
NON PRODUCTIVE						
	Training (professional)	Rob Granger/Nigel Ford	20	20	20	
	Training (corporate)	Rob Granger/Nigel Ford	10	10	10	
	Sickness	Rob Granger/Nigel Ford	10	10	10	
	Appraisals	Rob Granger/Nigel Ford	5	5	5	
	Management	Rob Granger/Nigel Ford	30	30	30	
TOTALS			452	447	440	
TOTAL AVAILABLE			450	450	450	
DIFFERENCE			-2	3	10	