

Appendix 1

TONBRIDGE AND MALLING BOROUGH COUNCIL - THREE YEAR STRATEGIC PLAN

AUDIT REF.	AUDIT TOPIC	AUDIT PRIORITY	PLAN 06/07	PLAN 07/08	PLAN 08/09
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LOST TIME

LT1	ANNUAL LEAVE	N/A	89	89	89
LT2	BANK HOLIDAYS	N/A	27	27	27
LT3	IN HOUSE TRAINING	N/A	15	15	15
LT4	EXTERNAL TRAINING	N/A	15	15	15
LT5	SICKNESS	N/A	15	15	15
LT6	DIARY	N/A	15	15	15
LT7	DEBRIEFS/ TEAM MEETINGS/MEETINGS	N/A	30	30	30
LT8	OTHER	N/A	25	25	25
LT9	MATERNITY LEAVE	N/A			
	TOTAL	N/A	231	231	231

AUDIT MANAGEMENT

AM1	AUDIT MANAGEMENT	N/A	35	35	35
AM2	AUDIT PLANNING	N/A	20	20	20
AM3	KENT AUDIT GROUP	N/A	10	10	10
AM4	COMMITTEE WORK RE AUDIT	N/A	5	5	5
AM5	READING JOURNALS ETC	N/A	8	8	8
AM6	UNPLANNED AUDITS	N/A	15	15	15
AM7	CONSULTANCY	N/A	10	10	10
	TOTAL	N/A	103	103	103

NON AUDIT

NON1	BENEFIT FRAUD MANAGEMENT	N/A	3	3	3
NON2	ELECTIONS	N/A	4	4	4
	TOTAL	N/A	7	7	7

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FINANCE

FIN1	CONSULTATION	1	3	2	2
FIN2	ADMINISTRATION	1	3	2	2
FIN3	NNDR	1	5	10	5
FIN4	SALES LEDGER	1	10	5	10
FIN5	COUNCIL TAX	1	10	5	10
FIN6	COUNCIL TAX & HOUSING BENEFIT	1	15	20	15
FIN7	VAT	1	5	5	5
FIN8	DIPS	1	10	5	5
FIN9	INTEGRA LEDGER SYSTEM	1	10	10	10
FIN10	PURCHASE LEDGER	1	5	10	5
FIN11	INSURANCES/RISK ASSESSMENT	1	5	5	5
FIN12	FRAUD PREVENTION	1	5	5	5
FIN13	PAYROLL	1	5	10	5
FIN14	PETTY CASH	2	5		5
FIN15	INCOME RECEIPTING	1	15	10	10
FIN16	HOUSING BENEFIT SUBSIDY	1	10	10	10
FIN17	INVESTMENTS	1	10	5	10
FIN18	FIN. ARR - PARISHES	3			3
FIN19	BANK & CHEQUE RECONCILIATION	2	10		10
FIN20	POST OPENING	1	5	5	5
FIN21	TRAVEL CLAIMS	1	5	5	5
FIN22	VERIFICATION FRAMEWORK	1	5	5	5
TOTAL			156	134	147

CONTRACT

CON1	PRE CONTRACT AUDIT	1	10	10	10
CON2	CURRENT CONTRACT AUDIT	1	20	18	20
CON3	POST CONTRACT AUDIT	1	10	10	10
TOTAL			40	38	40

IT SERVICES

COM1	CONSULTATION	1	2	2	2
COM2	ADMINISTRATION	1	2	2	2
COM3	CIPFA COMPUTER MATRICES	2	10		10
COM4	HOMEWORKING	3			5
COM5	WORKSTATIONS & STOCKS	2		5	
COM6	EMERGENCY PLANNING/BUSINESS CONTINUITY	3	5		
COM7	INTERNET	2		5	
COM8	E-MAIL	3			5
TOTAL			19	14	24

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CENTRAL SERVICES

CEN1	CONSULTATION	1	2	2	2
CEN2	ADMINISTRATION	1	2	2	2
CEN3	MOBILE TELEPHONES	2		8	
CEN4	CLEANING/SECURITY	3		5	
CEN5	TELEPHONES	3			5
CEN6	POSTAL/MESSENGER SERVICE	3		5	
CEN7	PRINTING & PHOTOCOPYING	3			5
CEN8	CONCESSIONARY FARES	2	10		5
CEN9	GRANTS	2		5	
TOTAL			14	27	19

PERSONNEL

PER1	CONSULTATION	1	2	2	2
PER2	ADMINISTRATION	1	2	2	2
PER3	RECRUITMENT	3	5		
PER4	TRAINING (MEMBERS & STAFF)	3		5	
PER5	HEALTH CARE	3			5
PER6	CAR LEASING & LOANS	3	5		
PER7	PART TIME LEAVE CALCULATIONS	2		5	
PER8	TERMINATION PAYMENTS	3			5
TOTAL			14	14	14

LEGAL

LEG1	CONSULTATION	1	2	2	2
LEG2	ADMINISTRATION	1	2	2	2
LEG3	LAND CHARGES	1	5	10	5
LEG4	COURT COSTS	3			5
TOTAL			9	14	14

PROPERTY

PRO1	CONSULTATION	1	2	2	2
PRO2	ADMINISTRATION	1	2	2	2
PRO3	PROPERTY AND LAND	1	5	5	5
PRO4	BUILDING MAINTENANCE	2		5	
TOTAL			9	14	9

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CHIEF EXECUTIVES

EXE1	CONSULTATION	1	1	1	1
EXE2	ADMINISTRATION	1	1	1	1
EXE3	ELECTIONS	2		8	
EXE4	COMMUNITY SAFETY	2	5		5
EXE5	INFORMATION & PUBLICITY	3			5
EXE6	LOCAL AGENDA 21	N/A	5	4	4
EXE7	MEMBER PAYMENTS & ALLOWANCES	2		5	
EXE8	CRM	2	10		5
EXE9	MAYORAL EXPENSES & SUPPORT	3		5	
		TOTAL	22	24	21

LEISURE

LCL1	CONSULTATION	1	2	2	2
LCL2	ADMINISTRATION	1	2	2	2
LCL3	ANGEL CENTRE	1	5	8	5
LCL4	LARKFIELD LEISURE CENTRE	1	8	5	8
LCL5	TONBRIDGE POOL	1	5	8	5
LCL6	POULT WOOD - GROUNDS MAINT.	3	5		
LCL7	POULT WOOD - GOLF PROFESSIONAL	1	5	5	5
LCL8	TONBRIDGE GAMES HUT	3		3	
LCL9	TON CASTLE EXHIBITION & LETTINGS	3			5
LCL10	TOURIST INFORMATION OFFICE	2	5		5
LCL11	CHILDRENS PLAY GROUNDS	2		5	
LCL12	GROUNDS MAINTENANCE	3			5
LCL13	CEMETERIES/CHURCHYARDS	2		5	
LCL14	SPORTS DEVELOPMENT	3			5
LCL15	PLAY LEADERSHIP	1	8	8	8
LCL16	ARTS PROGRAMME	3			5
LCL17	LEYBOURNE LAKES	3		5	
LCL18	HAYSDEN COUNTRY PARK	3	5		
		TOTAL	50	56	60

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PLANNING AND TRANSPORTATION

PLA1	CONSULTATION	1	2	2	2
PLA2	ADMINISTRATION	1	2	2	2
PLA3	POLICY	3			5
PLA4	DEVELOPMENT CONTROL	1	10	10	10
PLA5	BUILDING CONTROL	1	10	10	10
PLA6	CAR PARKS	1	5	5	5
PLA7	PENALTY NOTICES	2		5	
PLA8	SEASON TICKETS, VISITOR & RESIDENT PERMIT	3	5		
PLA9	BOROUGH HIGHWAYS & EMERGENCIES	3			5
PLA10	SECURITY SERVICES CCTV	1	5	5	5
TOTAL			39	39	44

ENV. HEALTH

ENV1	CONSULTATION	1	2	2	2
ENV2	ADMINISTRATION	1	2	2	2
ENV3	REFUSE COLLECTION ETC.CONTRACT	1	10	10	10
ENV4	BULKY REFUSE COLLECTION	3	5		
ENV5	PUB. CONVENS./CESSPOOL EMPTYING	3		5	
ENV6	PEST CONTROL	3	5		
ENV7	LICENCES	2		10	
ENV8	POLLUTION CONTROL	2		5	
ENV9	COMMERCIAL SERVICES	2	5		5
ENV10	ENVIRONMENTAL PROTECTION ACT	3			5
TOTAL			29	34	24

HOUSING

HOU1	CONSULTATION	1	2	2	2
HOU2	ADMINISTRATION	1	2	2	2
HOU3	HOUSING STRATEGY/ENABLING/ADVICE	2		5	
HOU4	HOMELESS FAMILIES	2		5	
HOU5	HOUSING ADVANCES	3	5		
HOU6	HOME IMPROVEMENT AGENCY	2		5	
HOU7	RENOVATION GRANTS	3	5		
HOU8	HOME SAFETY	3	5		
TOTAL			19	19	4

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CORPORATE MANAGEMENT/SERVICES

COR1	CONSULTATION	1	2	1	2
COR2	ADMINISTRATION	1	2	1	2
COR3	STANDING ORDERS	N/A	4	5	4
COR4	FINANCIAL REGULATIONS	N/A	4	5	4
COR5	BEST VALUE	N/A	1	1	1
COR6	RISK MANAGEMENT	N/A	1	2	1
COR7	CORPORATE POLICY/STRATEGY	3			5
COR8	ANTI - FRAUD POLICY	N/A	1	1	1
COR9	EMERGENCY PLANNING	3	5		
COR10	CONFIDENTIAL REPORTING CODE	N/A	2	1	2
TOTAL			22	15	22

Notes to the audit plan:

Priority 3 = Every 3 years

Priority 2 = Every 2 years

Priority 1 = Every year

Priorities have been given after taking account of the level of:

Political Risk

Embarrassment Risk

Financial Risk

High/High Risks Identified on each Risk Register

Knowledge of the service i.e. low staff turnover and good internal controls etc.