

INTERNAL AUDIT PLAN 3 YEAR PLAN

	Job Title	2017-18	2018-19	2019-20
Chief Executives				
	Corporate Strategy/Policy Making	8		*
	Partnership Arrangements	8		*
	Call Centre			*
	Print Commissioning			*
	Annual Governance Statement	8	*	*
	Coroners / other services			*
	Registrars			*
	HR Function - Recruitment / Safer Recruitment DBS	8	*	*
	HR Function L&D		*	
	Health & Safety	8		
	Performance Management		*	
	Staffing Policies	5		*
	Declaration of Interest	8	*	*
	Democratic Advice and Support			*
	Financial Management Other	5	*	*
	Customer Services		*	
	Press Office / Communication		*	
	Modern Records		*	
	Community Safety	5		
	Electoral Services	5		
	Markets	5		
	Sponsorship /Tourism/Marketing	5		
	Property Management	8	*	*
	Estate Management	8	*	*
	European Programme	8		
	Economic Development	10		
	City Deal - Governance Arrangements	8		
	Wellness Centre	8		
	Community Regeneration	8		
	RLP	5		
	Performance/Governance/Improvement Plans	8		
	Physical Regeneration	8		
	Well Being of Future Generations Act	5		
	Welsh Language Standards	5		
	Complaints		*	
	Data Protection/FOIA		*	
	Information Governance / Retention of records / CFP	8		
	TIC			*
	Property & Major Projects	10		
	Executive Support			*
	Whistleblowing		*	
	Legal			*
	DSU		*	
	Organisational Development		*	
Grants				
	Physical Regeneration - see gernal audit above		*	*
	Business Development	5	*	*
	Community Funding		*	*
	Third Party Grants Monitoring	5	*	
	Communities 2.0		*	
	Grants Data Base	5		
	Chief Executive's Grants			*
Total - Chief Executive		200		

	Job Title	2017-18	2018-19	2019-20
Computer Audits				
	Security of Information			*
	Operating Systems			*
	Social Media			*
	Internet Security			*
	Licensing			*
	Communications			*
	Computer Assisted Audit Testing(CAATs)	25	*	*
	- Agresso Developments	5	*	*
	- Resource Link	10		*
	- Payment Cards	5	*	*
	- Education & Children Services	5		*
	Social Care & Housing			*
	Other Systems - Total Mobile			*
	Financial Management Other		*	*
	IT Procurement		*	
	Corporate File Plan		*	
	Cloud Computing		*	
	Data Protection		*	
	National Fraud Initiative	35	*	
	Pensions		*	
	-Revenues/ Benefits / DIPS		*	
	Resources / WVEC - Grants Matrix system		*	
	Other Systems - Total Mobile		*	
	Asset Management (Central/Other)	10		
	Collaborative Working	10		
	Networks inc WiFi	10		
	Business Continuity Planning	10		
	Installations	10		
	Active Directory	10		
	Schools	10		
	Other Systems - (Not TASK)	10		
	Digital Transformation	10		
	Agile Working	10		
Total - Computer Audits		185		

	Job Title	2017-18	2018-19	2019-20
Education & Children Services				
	School Improvement			
	School Effectiveness Support Services	8		
	ERW			
	Welsh Language Support		•	
	EIG - see grants below			
	Other School Grants incl PDG - see grants below			
	Education Services			
	Special Educational Needs	8		
	School Redundancy & EVR	8		
	School Modernisation		•	
	Early Years Non-Maintained Provision		•	
	Sensory Impairment			•
	Educational Psychology			•
	Strategic Development			
	School Milk & Uniform Grants	5		
	Information & Improvement		•	
	Business Support		•	
	Participation			•
	School Meals & Primary Free Breakfast Services	12	•	•
	Curriculum & Well being			
	Education Welfare			•
	Education Other Than At School (EOTAS)		•	
	Post 16 Funding			•
	Music Services for Schools			•
	Youth Service	8		
	Youth Service short term grants	3		
	Families First Grant (Youth)		•	
	Youth Offending & Prevention Service			•
	Adult & Community Learning	5		
	Cynnydd			
	Children's Services			
	Adoption & Fostering			•
	Child Support			•
	Family Support		•	
	Partnering / Procurement			
	Residential Care			
	Education Welfare			
	Safeguarding	8	•	
	Financial Management Other	5	•	
	Schools:			
	Llechyfedach C.P. School			•
	Ysgol Gynradd Y Tymbl			•
	Cross Hands C.P. School.	3		
	Drefach C.P. School.	3		
	Llangain C.P. School.	3		•
	Ysgol Llanstephan			•
	Bancyfelin C.P. School			•
	Bancffosfelin C.P. School.	3		
	Pontyberem C.P. School.	3		
	Gwynfryn C.P. School.	3		
	Carway C.P. School.	3		

	Job Title	2017-18	2018-19	2019-20
	Ysgol Gynradd Ponthenri			
	Pontiets C.P. School	3		
	Five Roads C.P. School	3		
	Maesybont C.P. School.	3		
	Blaenau C.P. School	3		
	Llys Hywel Whitland		♦	
	Ysgol Beca		♦	
	Y.G. Cynwyl Elfed			♦
	Ysgol G. Llanpumsaint			♦
	Abernant			♦
	Ysgol G. Mynyddgarreg	3		
	Trimsaran C.P. School	3		
	Dafen C.P. School			♦
	Swiss Valley C.P. School.			♦
	Llangennech Infants School		♦	
	Llangennech Junior School		♦	
	Ysgol Llanybydder			♦
	Ysgol Gynradd Wirfoddol Llanllwni			♦
	Copperworks Infant & Nursery School	3		
	Lakefield C.P. School.	3		
	Ysgol Gynradd Gorslas			♦
	Cefneithin C.P.			♦
	Meithryn Rhydaman			♦
	Meidrim C.P. School			♦
	Peniel C.P. School.	3		
	Bro Banw	3		
	Saron C.P. School	3		
	Betws C.P. School		♦	
	Ysgol Gynradd Tycroes		♦	
	Ysgol Gynradd Parcyrhun		♦	
	Ysgol Gynradd Llanedi			♦
	Ysgol Gynradd Ffairfach			♦
	Talley C.P School		♦	
	Cwrt Henry		♦	
	Llangadog C.P. School	3		
	Ysgol Gynradd Brynsaron		♦	
	Ysgol Gynradd Bro Brynach			♦
	Ysgol Rhys Pritchard		♦	
	Johnstown C.P. School			♦
	Ysgol Y Dderwen, Carmarthen	3		
	Llanmiloe C.P. School	3		
	Bryn C.P. School	3		
	Ysgol Gynradd Bynea			♦
	Y Felin (Felinfoel)	3		
	Hendy C.P. Mixed School		♦	
	Furnace C.P. School			♦

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	Maes y Morfa			*
	Old Road C.P. Primary School			*
	Ysgol Gynradd Llannon			*
	Ysgol Brynsierfel, Llanelli.	3		
	Brynamman Primary School		*	
	Myrddin C.P. School			*
	Llangunnor C.P. School.	3		
	Parc Y Tywyn School		*	
	Pembrey		*	
	Ysgol Gymraeg Rhydaman			*
	Llandybie C.P. School			*
	Ysgol Gynradd Hafodwenog		*	
	Ysgol Gymraeg Teilo Sant, Llandeilo.	3		
	Llandeilo C.P. School		*	
	Halfway C.P. School.		*	
	Pwll C.P. Mixed School		*	
	Penygaer C.P. School.	3		
	Ysgol Y Castell		*	
	Penygroes C.P. School		*	
	Ysgol Gynradd Nantgaredig		*	
	Ysgol Gymraeg Gwenllian		*	
	Ysgol Dewi Sant, Llanelli.		*	
	Bigyn C.P. School.	3		
	Stebonheath C.P. School		*	
	Burry Port Community School			*
	Ysgol Y Ddwyllan		*	
	Richmond Park C.P. School.	3		
	Ysgol Griffith Jones	3		
	Ysgol y Fro			*
	Carreg Hirfaen Foundation School		*	
	Ysgol Cae'r Felin		*	
	Ysgol Y Bedol		*	
	Ysgol Brynteg		*	
	Ysgol Wirfoddol Abergwili			*
	Tremoilet V.C.P.			*
	Laugharne V.C.P. School			*
	Ys Gynradd Wirfoddol Llanddarog			*
	Ferryside V.C.P. School			*
	St. Mary's R.C.P. School. Llanelli.	3		
	St. Mary's R.C.P. School, Carmarthen.	3		
	Ysgol Wirfoddol Penboyr			*
	Pentip V.A. C.I.W. Primary			*
	Model V.A.P. School.	3		
	Glanymor	7		*
	Strade	7		*
	Bryngwyn	7		*
	Maesygwendraeth	7		*
	QE High School	7		*
	Ysgol Bro Dinefwr		*	
	Dyffryn Amman		*	
	Dyffryn Taf		*	
	Ysgol Gyfun Emlyn		*	
	Bro Myrddin		*	
	Coedcae		*	
	St John Lloyd		*	
	Rhydygors		*	
	Hoel Goffa		*	

	Job Title	2017-18	2018-19	2019-20
Grants				
	Foundation Stage	5	•	
	DCELLS Post 16	5	•	•
	Education - EIG - Q1 Audit	5		•
	Education - EIG - Q2 Audit	5		•
	Education - EIG - Q3 Audit	5		•
	Education - EIG - Q4 Audit	5		•
	Education - EIG - Final Annual Audit	5		•
	Education - PDG	5	•	•
	Education - Arrangements for EIG		•	
	14 to 19 Learning Pathways		•	
	Education Grants	5		
	Youth Work Strategy Grant	5		
Total: Education & Children Services		244		

	Job Title	2017-18	2018-19	2019-20
Corporate Services				
	Risk Management			*
	Main Accounting	10	*	*
	Budget Setting	5	*	*
	Budget Monitoring / Budget Manual Compliance	5	*	*
	VAT	8	*	*
	Capital Accounting incl.Fixed Asset Register	8	*	*
	Treasury Management - Loans	5	*	*
	Investments - Carmarthenshire CC	5	*	*
	Investments - Dyfed Pension Fund	5	*	*
	Pensions Payroll System	10	*	*
	Housing Benefits	10	*	*
	Council Tax	10	*	*
	NNDR	10	*	*
	Payroll System	20	*	*
	Creditor Payments	20	*	*
	Debtors System	20	*	*
	Cash Receipting	5	*	*
	Banking	5	*	*
	Travel & Subsistence System	10	*	*
	Trust Funds	8	*	*
	Burry Port Harbour - Accounts Return for WAO	5	*	*
	Financial Management Other	5	*	*
	Teachers Salaries	8	*	*
	Asset Disposal / Acquisition	8	*	*
Grants				
	Resources		*	
Total: Corporate Services		205		

	Job Title	2017-18	2018-19	2019-20
Communities				
	Disability/Adaptations/Renewals/ARBED	8		*
	Houses for Homes	8		*
	Tenancy Management	8	*	*
	Homelessness	8		*
	Rents	8	*	*
	HRA		*	*
	Contract Management/Partnerships	10	*	*
	Direct Payments	10		*
	Home Care		*	*
	Residential Care Authority & Private Homes	8	*	*
	Day Care	8		*
	Learning Disabilities	5	*	*
	Transport			*
	Safeguarding	10		*
	Supporting People - see grant below			
	Public Health / Protection			*
	Financial Management Other (Used for Deputyships)			*
	Tenant Involvement		*	
	Travellers Sites		*	
	Affordable Homes		*	
	Meal provision		*	
	Financial assessments and Collections		*	
	Deputyship		*	
	Care Line		*	
	Licensing and other fees		*	
	Financial Management Other (Safeguarding - extra)		*	
	Service User Assets	8		
	Care Plans	5		
	Independent Living Fund	5		
	Joint Equipment Store	5		
	Arts Development			*
	Cultural: Oriel Myrddin			*
	Heritage Services		*	*
	Libraries		*	*
	Amman Valley Leisure Centre	4	*	*
	Carmarthen Leisure Centre	4	*	*
	Llanelli Leisure Centre	4	*	*
	Newcastle Emlyn Leisure Centre	4		
	East Area Leisure / NERS / Marketing			*
	Arrangements for Leisure Trust Status (changed to Deputyships)			*
	Partnerships			*
	Pembrey Country Park / MCP / Country Parks	12	*	*
	Ski Centre	5	*	*
	Burry Port Harbour			*
	Theatres		*	
	South Area Leisure / Education & Workforce		*	
	Countryside Access	5	*	
	St Clears Craft Centre	3		
	Financial Management Other	5		
	West Area Leisure			
	Pendine Outdoor Education Centre	8		
Grants				
	Supporting People	15	*	*
	SCHH	10	*	
	Bus Operators Grant	5	*	*
Total: Communities		198		

Job Title	2017-18	2018-19	2019-20
Environmental Services			
Property:			
Property Maintenance	8	*	*
Asset Transfer			
Property Management	5		
Estate Management			
Building Maintenance (excl Housing voids)			
Tenancy Management / Housing Voids	8		
Provision / livestock markets	5	*	*
Energy Strategy			
Cleaning Services			
Waste and Environment:			
Grounds Maintenance	5	*	*
Urban Parks			*
Waste Services	8	*	*
Trade Waste			*
Cleansing Services		*	
Environmental Enforcement	5		
Public Conveniences			
Cemetery			
Land Drainage			
Highways and Transport:			
Highway Maintenance (incl. Trunk Roads)	8	*	*
Other Streetwork		*	
Street lighting		*	
Public transport	5		*
School & College Transport			*
Community Transport		*	
Parking Inc Enforcement		*	
Fleet/Plant Management	5		*
Traffic Management			*
Road Safety			*
Active Travel			
Public Rights of Way			
Planning Services:			
Management Development Control			*
Building Control	5		*
Conservation			
106 Agreements	5		
Local Development Plan			
Heritage	5		
Policy & Development Departmental:			
Management Systems - Total	5	*	
Procurement	3	*	
Financial Management Other	5	*	*
Grants			
Departmental Grants	10		*
Total: Environmental Services	100		

	Job Title	2017-18	2018-19	2019-20
Procurement / Contracts				
	Departmental Procurement Revenue Contracts	10	*	*
	Corporate Procurement	15	*	*
	Framework contracts	15	*	*
	Regional Framework contracts	10	*	*
	Specific Projects	7	*	*
	Capital Maintenance	5	*	*
	21st Century Schools	5	*	*
	Post Contract	7	*	*
	Financial Management Other	10	*	*
	Contract Partnering Selection	5	*	*
	Capital Grant Management	5	*	*
	Departmental Contract Management	8	*	*
	Cost Management	8	*	*
Total: Procurement		110		

TOTAL AUDIT DAYS	1242
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	Total	
GENERAL AUDIT	813	
PROCUREMENT/CONTRACT AUDIT	110	
COMPUTER AUDIT	135	
SCHOOLS	134	
Fraud Work	50	NFI & CAATS
TOTAL AUDIT DAYS	1242	