

**INTERNAL AUDIT PLAN 2016-18**

<i>Department</i>	2016/17 Plan	2017/18 Indicative	2018/19 Indicative
<b><i>Chief Executive</i></b>			
<b><u>Regeneration &amp; Policy</u></b>			
Corporate Strategy/Policy Making	8	8	
Partnership Arrangements	8	10	●
Customer Services			●
Call Centre	5		
Translation Services		8	
Community Safety		5	
Press Office/communication			●
Print Commissioning	5		
Annual Governance Statement	8	8	●
Electoral Services		8	
Coroners / other services	3		
Registrars	8		
<b><u>People Management &amp; Performance</u></b>			
HR Function	10	10	●
Health & Safety		10	
Modern Records			●
Staffing Policies	8		
Declaration of Interest	3		●
<b><u>Administration &amp; Law</u></b>			
Democratic Advice and Support	5		
<b><u>Financial Management Other</u></b>			
	5	8	●
<b>TOTAL AUDIT DAYS FOR DEPARTMENT</b>	<b>76</b>	<b>75</b>	

***Education & Children***

**Improvement & Skills**

Community Learning	3		●
Youth Support Service	8	8	●

**Strategic Development**

Information Management	6		●
Admissions		6	
School Meals / Catering Services	10	10	●

**Education Services**

Additional Learning Needs	8		●
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School Improvement	5		●
Schools Organisation	5	6	
Modernising Education Provisions		8	●
School Support		10	
Governor Support		8	
Teachers starters & leavers	6	6	●

**Children's Services**

Adoption & Fostering			●
Child Support	6		
Family Support	6		
Partnering / Procurement	6	6	●
Residential Care			●
Education Welfare	6		●
Safeguarding	10	10	●

<b><u>Financial Management Other</u></b>	5	8	
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<b>TOTAL AUDIT DAYS FOR DEPARTMENT</b>	<b>90</b>	<b>86</b>	
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**Grants**

**Economic Development/Physical**

**Regeneration**

Physical Regeneration	10	5	●
Business Development	5	5	●
Community Funding	8		●
Grants Monitoring		12	●
Sponsorship/Tourism/Marketing		7	

<b><u>Departmental Grants</u></b>	15	15	●
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**Specific Grants**

Foundation Stage	6	5	●
DCELLS Post 16	5	5	●
Bus operators Grant	5		
School Uniform		5	●
Supporting People	15	15	●
Education - EIG - Q1 Audit	5	5	●
Education - EIG - Q2 Audit	5	5	●
Education - EIG - Q3 Audit	5	5	●
Education - EIG - Q4 Audit	5	5	●
Education - EIG - Final Annual Audit	5	5	●
Education - PDG	15	15	●

<b><u>Financial Management Other</u></b>	5	8	
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<b>TOTAL AUDIT DAYS FOR DEPARTMENT</b>	<b>114</b>	<b>122</b>	
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## Corporate Services

### Audit, Risk and Procurement

Risk Management	10		
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### Finance

Main Accounting	15	15	●
VAT	8	8	●
Capital Accounting incl.Fixed Asset Register	15	15	●
Treasury Management	7	7	●
Investments	7	7	●
Pensions Payroll System	8	8	●
Housing Benefits	10	10	●
Council Tax	10	10	●
NNDR	10	10	●
Payroll System	22	25	●
Creditor Payments	20	20	●
Debtors System	20	20	●
Cash Receipting	8	8	●
Banking	8	8	●
Travel & Subsistence System	10	10	●
Trust Funds	10	12	●
<u>Financial Management Other</u>	5	8	●

<b>TOTAL AUDIT DAYS FOR DEPARTMENT</b>	<b>203</b>	<b>201</b>	
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### **Corporate Property (to be allocated to relevant Dept)**

Asset Disposal/Acquisition		8	●
Asset Transfer		8	●
Property Management	8	8	●
Estate Management	8	8	●
Provision / livestock markets	8	8	●

<b>TOTAL AUDIT DAYS FOR DEPARTMENT</b>	<b>24</b>	<b>40</b>	
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## Communities

### Housing Services

#### **Home Improvements & Repairs:**

Disability/Adaptations/Renewals/ARBED	10		●
Houses for Homes	8		●

#### **Housing Services:**

Tenant Involvement		5	●
Tenancy Mgt	8	5	●

Voids	8	10	●
Homelessness	8		
Travellers Sites			
Affordable Homes		8	●

***Income:***

Rents	8	8	●
HRA	8	8	●

**Adult Social Care**

Contract Management/Partnerships	10	10	●
Direct Payments	10		●
Home Care	10	10	●
Meal provision			●
Residential Care Authority & Private Homes	10	10	●
Service User Assets		5	

Financial assessments and Collections		5	
Deputyship		5	
Care Plans		5	
Day Care	10		●
Learning Disabilities	7	5	
Transport	8	5	
Joint equipment store		5	
Safeguarding	10	10	●
Supporting People	8	6	●
Care Line			●

**Public Protection**

Licensing and other fees		5	
Public Health / Protection	6		●

**LEISURE and SPORT**

**Arts and Culture**

Arts Development	5		
Theatres			●
Cultural: Oriel Myrddin	5		
Dylan Thomas		5	
St Clears Craft Centre		5	
Heritage Services	6		●
Libraries	6		●

**Leisure Centres:**

Amman Valley	5	5	●
Carmarthen	5	5	●
Llanelli	5	5	●
West Area Leisure / Strategic Link for Sport		20	

South Area Leisure / Education & Workforce			●
East Area Leisure / NERS / Marketing	20		
Health & Safety		5	
Local Authority Partnership		5	
<b>Leisure Other:</b>			
Arrangements for Leisure Trust Status	5	5	●
Pendine School Camp		5	
Countryside Access			●
Partnerships	5		
<b>Countryside:</b>			
Pembrey Country Park / MCP / Country Parks	15	15	●
Ski Centre	5	5	●
Burry Port Harbour	5	5	●
<b><u>Financial Management Other</u></b>	5	8	

<b>TOTAL AUDIT DAYS FOR DEPARTMENT</b>	<b>244</b>	<b>228</b>	
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### ***Environmental Services***

#### **Building Services**

Building Maintenance	10	10	●
Procurement	5	8	●
Grounds Maintenance	8	8	●
Urban Parks	8		●

#### **Street Scene**

Highway Maintenance (incl. Trunk Roads)	8	8	●
Waste Services	8	8	●
Trade Waste	5	5	●
Other Streetwork		5	
Street Lighting		5	
Cleaning Services		5	
Enforcement		5	

#### **Transport**

Public transport	7		●
School & College Transport	5		●
Community transport		5	
Parking inc Enforcement		5	
Fleet/Plant Management	7	5	



**General**

Asset Management (Central/Other)		12	•
Collaborative Working		12	•
Security of Information	15		•
IT Procurement			•
Corporate File Plan			•
Cloud Computing			•
Operating Systems	15		
Data Protection			•
Social Media	5		
Internet Security	10		
Licensing	10		
Communications	10		
Networks inc WiFi		15	
Business Continuity Planning		15	

Computer Assisted Audit Testing(CAATs)	25	25	•
Installations			
Active Directory			
NFI		30	

**Departmental Applications**

Resources			
- Agresso Developments	8	8	•
Pensions		8	
-Revenues/ Benefits / DIPS		8	
- Resource Link	10		•
- Payment Cards	5	8	
Resources / WWEC - Grants Matrix system			
Education			
- Education & Children Services	12		•
- Schools			
Social Care & Housing	12		•
Technical Services			
Other Systems - Total Mobile	3		•
<b><u>Financial Management Other</u></b>	5	5	

<b>TOTAL AUDIT DAYS FOR COMPUTER AUDIT</b>	<b>145</b>	<b>146</b>
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**School Audits****Primary Schools**

Meithryn Rhydaman	3		
Cefneithin C.P.	3		
Drefach C.P. School.		3	
Maesybont C.P. School.			•
Llechyfedach C.P. School	3		
Ysgol Gynradd Y Tymbl			•
Ysgol Gynradd Gorslas	3		

Cross Hands C.P. School.		3	
Llangain C.P. School.		3	
Peniel C.P. School.		3	
Bancffosfelin C.P. School.		3	
Gwynfryn C.P. School.		3	
Carway C.P. School.		3	
Pontiets C.P. School			●
Ysgol Gynradd Ponthenri	3		
Bancyfelin C.P. School	3		
Meidrim C.P. School	3		
Bro Banw		3	
Saron C.P. School		3	
Betws C.P. School			●
Ysgol Gynradd Tycroes			●
Ysgol Gynradd Parcyrhun			●
Blaenau C.P. School		3	
Nantygroes C.P. School			●
Ysgol Gynradd Llanedi	3		
Ysgol Gynradd Ffairfach	3		
Talley C.P School			●
Cwrt Henry			●
Llangadog C.P. School		3	
Llansadwrn			
Ysgol Rhys Pritchard			●
Ysgol Gynradd Llanwrda	3		
Ysgol Gynradd Bro Brynach	3		
Llys Hywel Whitland			●
Ysgol Gynradd Brynsaron			●
Ysgol G. Llanpumsaint	3		
Ysgol G. Mynyddygarreg	3		
Johnstown C.P. School	3		
Ysgol Y Dderwen, Carmarthen		3	
Llanmiloe C.P. School		3	
Bryn C.P. School		3	
Ysgol Gynradd Bynea	3		
Dafen C.P. School	3		
Y Felin (Felinfoel)		3	
Five Roads C.P. School		3	
Llangennech Infants School	3		
Llangennech Junior School			●
Hendy C.P. Mixed School			●
Furnace C.P. School	3		
Copperworks Infant & Nursery School	3		
Maes y Morfa	3		
Old Road C.P. Primary School	3		
Lakefield C.P. School.		3	
Ysgol Llanstephan	3		
Ysgol Gynradd Llannon	3		
Ysgol Brynsierfel, Llanelli.		3	



Brynamman Primary School			●
Abernant			●
Myrddin C.P. School	3		
Llangunnor C.P. School.		3	
Trimsaran C.P. School. (Juniors).		3	
Swiss Valley C.P. School.	3		
Parc Y Tywyn School			●
Pembrey			●
Ysgol Gymraeg Rhydaman	3		
Ysgol Beca			●
Llandybie C.P. School	3		
Ysgol Gynradd Hafodwenog			●
Ysgol Gymraeg Teilo Sant, Llandeilo.		3	
Ysgol Llanybydder	3		
Llandeilo C.P. School			●
Y.G. Cynwyl Elfed			●
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.			●
Pontyberem C.P. School.		3	
Bigyn C.P. School.		3	
Stebonheath C.P. School			●
Burry Port Community School	3		
Ysgol Y Ddwylan			●
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	3		
Tremoilet V.C.P.	3		
Laugharne V.C.P. School	3		
Ys Gynradd Wirfoddol Llanddarog	3		
Ferryside V.C.P. School			●
Ysgol Gynradd Wirfoddol Llanllwni	3		
St. Mary's R.C.P. School. Llanelli.		3	
St. Mary's R.C.P. School, Carmarthen.		3	
Ysgol Wirfoddol Penboyr	3		
Pentip V.A. C.I.W. Primary			
Model V.A.P. School.		3	

**Secondary Schools**

YSGOL BRO DINEFWR		7	
DYFFRYN AMMAN		7	
DYFFRYN TAF		7	
GLANYMOR	7		●
YSGOL GYFUN EMLYN		7	
BRO MYRDDIN		7	
COEDCAE		7	
STRADE	7		●
BRYNGWYN	7		●
MAES Y GWENDRAETH	7		●
Q.E. HIGH SCHOOL	7		●
ST JOHN LLOYD		7	

<b><i>Secondary Schools - Total Days</i></b>	<b>35</b>	<b>49</b>
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**Special Schools**

RHYDGORS	7		●
HEOL GOFFA	7		●

<b><i>Special Schools - Total Days</i></b>	<b>14</b>	<b>0</b>
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<b><i>TOTAL DAYS FOR SCHOOL AUDITS</i></b>	<b>154</b>	<b>136</b>
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<b><i>TOTAL ALL AUDITS</i></b>	<b>1260</b>	<b>1260</b>
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