

**Folkestone & Hythe District
Council Annual Audit Plan & 4
Year Strategic Plan 2020-24**

Risk Register/ Corp plan	Plan Area	Year last audited	Previous assurance level	Follow up assurance	2020-21 Planned days	2021-22 Planned days	2022-23 Planned days	2023-24 Planned days
	Financial Systems:							
C4	Bank Reconciliation	2015-16	Substantial	Substantial	10			
C4	Budgetary Control	2018-19	Substantial	Substantial			10	
C4	Capital	2018-19	Reasonable	Reasonable			10	
C4	Car Parking & Enforcement	2018-19	Reasonable	Reasonable			10	
C4	Creditors & CIS	2018-19	Substantial	Substantial			10	
C4	Insurance	2014-15	Substantial	Substantial	10			
C4	Miscellaneous Income	2016-17	Reasonable	Reasonable		10		
C4	Treasury Management	2019-20	Substantial	Substantial				10
C4	VAT	2018-19	Reasonable	Reasonable			10	
	Residual Housing Systems:							
C13	EKH audit reviews	2019-20	See EKH Plan		15	15	15	15
CP	Homelessness inc rent deposit	2013-14	Reasonable	Substantial	15			
CP	Housing Allocations	2015-16 (2019)	Reasonable	Substantial				10
Service	HRA Business Plan	2018-19	Substantial	Substantial			10	
CP	Right to Buy	2016-17	Reasonable	Substantial		10		
	Governance Related:							
CP	Constitution	2019-20	Substantial	Substantial				0

	Plan Area	Year last audited	Previous assurance level		2020-21 Planned days	2021-22 Planned days	2022-23 Planned days	2023-24 Planned days
C11	Complaints Monitoring	2016-17	Substantial	Substantial		10		
	Corporate/Governance and Audit Committee		N/A		35	35	35	35
Service	Data Protection/FOI/Information Management	2018-19	Limited			15		15
C4	Financial Procedure Rules	2019-20	Reasonable	Substantial				10
C4	Fraud assurance	2018						10
C4	Fraud Resilience Review	2016-17	Reasonable	Reasonable	10			
C1	Local Code of Corporate Governance	2017-18	Substantial	Substantial			10	
C1	Members' Code of Conduct and Standards Arrangement	2015-16	Substantial	Substantial	10			
C1	Officers' Code of Conduct	2015-16	Reasonable	Reasonable		10		
C3	Otterpool Park Governance	New (2019)						10
C11	Performance Management	2016-17	Reasonable	Reasonable	10			
C1	Risk Management	2017-18	Substantial	Substantial		10		
C1	Scheme of Officer Delegations	2016-17	Reasonable	Substantial		10		
C8	Transformation Governance	2019	Reasonable					10
C1	Whistleblowing / Anti Money arrangements	2015-16	Reasonable	Reasonable	9			

	Plan Area	Year last audited	Previous assurance level		2020-21 Planned days	2021-22 Planned days	2022-23 Planned days	2023-24 Planned days
	Other:							
	Liaison with External Auditor		N/A		1	1	1	1
	Previous Year Work in Progress b/fwd		N/A		10	10	10	10
	Follow-up		N/A		15	15	15	15
	Contract Audits:							
C8	Contract Monitoring	New review			10		15	
C8	Contract Standing Orders	2015-16	Reasonable/Ltd	Reasonable	10			9
C8	E-Procurement inc corporate purchase cards	2015-16	Substantial	Substantial	10			10
C8	Special Projects	2019-20	N/A	N/A	10	10	10	10
	Service Level:							
Service	Asset Management	2018-19	Substantial	Substantial			10	
Service	Building Control Income	2018-19	Reasonable	Reasonable			10	
C11	Cemeteries and Crematorium	2017-18	Reasonable	Reasonable			10	
C11	Child Protection - Safeguarding	2017-18	Reasonable	Reasonable		10		
C11	Community Safety Partnership	2014-15	Reasonable	Reasonable	10			
Service	Coast Protection / Engineers	2015-16 (2019)	Reasonable	Reasonable				10
Service	Corporate Responsive Repairs	2019-20	Reasonable					10
C11	Dog Warden Enforcement	2015-16 (2019)	Ltd / Reasonable	Reasonable				10

	Plan Area	Year last audited	Previous assurance level		2020-21 Planned days	2021-22 Planned days	2022-23 Planned days	2023-24 Planned days
C1	Electoral Finance	2017-18	Reasonable	Reasonable			10	
C11	Environmental Health - Food Safety / H&S	2016-17	Reasonable	Substantial		10		
C11	Environmental Protection - Pollution / Noise	2017-18	Reasonable	Reasonable			10	
C11	Environmental Health – Public Health Burials	2018-19	Substantial	Substantial			10	
C11	Emergency Out of Hours service	2018-19	Reasonable	Reasonable			10	
C11	Emergency Planning / Business Continuity	2016-17	Substantial	Substantial	10			
Service	Employee Health, Safety and Welfare	2017-18	Reasonable	Reasonable			10	
Service	Equality and Diversity	2017-18	Reasonable	Reasonable		10		
	Events Management	2018-19	Substantial	Substantial			10	
C12	Folkestone Community Works Programme	New			10			
Service	Grounds Maintenance	2015/16	Reasonable	Reasonable	10			
CP	Improvement Grants/DFG	2017-18	Substantial	Substantial		10		
CP	Land Charges	2015-16	Reasonable	Substantial	10			
C4	Licensing	2015-16 (2019)	Reasonable	Reasonable				10
Service	Lifeline	2015-16	Reasonable	Reasonable	10			
C1	Members Allowances and Expenses	2018-19	Reasonable	Reasonable			10	
C1	Oportunitas Governance	2015 -16 (2019)	Substantial	Substantial				10
C4	Planning Income	2016-17	Reasonable	Reasonable		10		
C4	Planning Section 106s / CILS	S 106s 2013-14	Limited	Reasonable	10			

	Plan Area	Year last audited	Previous assurance level		2020-21 Planned days	2021-22 Planned days	2022-23 Planned days	2023-24 Planned days
	Printing & post processes	2016-17	Reasonable	Reasonable		10		
C4	Property Charges - Ind Estates	2019-20	Reasonable					10
	Security of the civic building	2019-20	Reasonable					10
C4	Sports Income	2019-20	Reasonable	Reasonable				10
	Swimming Pool (Hythe)	2017-18	Reasonable	Reasonable		10		
	Taxis	2019-20	Reasonable / Ltd			10		10
C8	Waste Management	2014-15 (2019)	Reasonable	Reasonable				10
C8	Waste (Green) Recycling	2016-17	Reasonable/Ltd	Reasonable	10			
C4	Ward Councillor Grants	2017-18	Reasonable	Reasonable		10		
	Sub-Total Authority Planned Days				270	251	271	290
	Human Resources:							
C1	Recruitment/Leavers	2018-19	Reasonable	Substantial			10	
	Flexi / Sick Leave	2016-17	Reasonable	Reasonable		10		
C4	Payroll, SMP and SSP	2018-19	Substantial	Substantial	10		10	
C4	Employee Allowances and Expenses	2015-16 (2019)	Substantial	Substantial				10
C4	Employee benefits-in-kind	2017-18	Substantial	Substantial		10		
	Sub-Total Human Resources Planned Days				10	20	20	10

	Plan Area	Year last audited	Previous assurance level		2020-21 Planned days	2021-22 Planned days	2022-23 Planned days	2023-24 Planned days
	Revenues & Benefits & ICT							
CP	Housing Benefits – Overpayments	2017-18	Substantial	Substantial		10		
CP	Housing Benefits – Admin & Assessment	2018-19	Substantial	Substantial			10	
CP	Housing Benefits - Quality	2013-14	Substantial	Substantial	10			
CP	Housing Benefits - DHP	2017-18	Substantial	Substantial		10		
CP	Housing Benefits Subsidy	2016-17	Substantial	Substantial		10		
CP	Council Tax	2018-19	Substantial	Substantial		10		10
CP	Council Tax Reduction Scheme	2019-20	Substantial	Substantial			10	
C4	Write offs	2013-14	Substantial	Substantial		10		
C11	Customer Services	2011-12	Substantial	Substantial	10			
CP	Business Rates	2013-14	Substantial	Substantial	10		10	
CP	Business rates relief	2018-19	Substantial	Substantial				10
C4	Debtors	2014-15	Reasonable	Reasonable	10			
C8	ICT reviews	2017-18	Reasonable	Reasonable	10	9	9	10
	Sub-Total Planned Days				50	59	39	30
	Total Planned Days				330	330	330	330

Where (2019) is shown these reviews are in the 2019/20 plan but are not yet completed.