THREE RIVERS DISTRICT COUNCIL AND WATFORD BOROUGH COUNCIL

DRAFT ANNUAL PLAN 2012/2013

AUDIT	DAYS SHARED SYSTEMS	DAYS WATFORD BC	DAYS THREE RIVERS DC
Payroll	14		
NNDR	12		
Council Tax	12		
Benefits	15		
Creditors	11		
Debtors	11		
FMS: Reconciliations	14		
FMS: Journals and Internal Transfers	5		
Asset Management and Capital Accounting - implementation of Asset Strategy/Asset Management plans		6	6
Income Collection including post implementation review of new income management system.	16		
Treasury Management	9		
Budget Monitoring (including achievement of savings for WBC)		7	7
Recruitment - follow up	5		
eFinancials Upgrade - including preparations for close down and reconciliation of current version	7		
Benefits Subsidy Claims		5	5
Cyber-crime awareness and prevention. Include appropriate insurance cover plus implications from the national strategy. Including use and control of social media to minimise potential for reputational damage.		10	10

AUDIT	DAYS SHARED SYSTEMS	DAYS WATFORD BC	DAYS THREE RIVERS DC
Preparations for providing Council Tax support from April 2013	5		
Bribery Act 2010 and money laundering arrangements - implementation of "adequate" processes and follow up from 2011/12 work		5	5
Final Accounts 2011/12 Preparations within Finance	5		
Project Management and Change Management		6	6
Risk management arrangements - strength of identification and treatment processes and follow up on previous recommendations.		5	5
Fraud Good Governance Checklist from "Protecting Public Purse 2011" by Audit Commission + Fighting Fraud Locally NFA Strategy awaiting publication; plus Review of fraud risk identification and Fraudulent Activity Risk treatment plans		8	8
Channel Shift Programme		5	
Implementation arrangements for new ICT services:- Advisory involvement and review of key documents as they are developed in the lead up to changes to ICT service provision during 2012/13	7		
Charter Place Market and Commercial Rent Income		5	
Emergency Planning Processes (Olympics readiness)		5	5
Partnerships - management and monitoring of delivery of Community Strategy Priorities		5	5
Carbon Management - processes for measuring, monitoring and reporting on the councils' own performance.		4	4
Procurement - Development and Implementation of Action Plan from SPS Consultancy report of October 2011			5

AUDIT	DAYS SHARED SYSTEMS	DAYS WATFORD BC	DAYS THREE RIVERS DC
Procurement - application of best practice following employment of new Procurement Manager - to include contract management arrangements - existing and development of new ones - consistently robust approach across the council.		7	
Data Protection arrangements		5	5
Data Transparency - processes for meeting government requirements whilst minimising vulnerabilities.		5	5
Commissioning framework for Community Services - advisory role		5	
Museum - care of the collection		5	
Housing redesign - advisory support		5	
Corporate Governance arrangements		5	5
Colosseum - Post Implementation Review - lessons learned from the project		5	
Tree Surveying arrangements			5
Monitoring arrangements for Hertsmere Leisure contract			5
Leisure Developments payments operations and systems including use of the Plus II booking system.			5
Customer complaints and comments management – learning from customer feedback			5
Monitoring and management of the Sustainability Action Plan /Climate Change Strategy Plus Review of sustainable transport.			7
The South Oxhey Initiative – advice and support.			5
Online expense claims – via ResourceLink	5		

AUDIT	DAYS SHARED SYSTEMS	DAYS WATFORD BC	DAYS THREE RIVERS DC
Consultancy/VFM/project work/advisory support identified during the year *		20	5
West Herts Crematorium	4		
Special Investigations	20		
Contingency	25		
Totals 463	**202**	**138**	**123**

Split of Days including Shared Service Time and Consultancy Time		52%	48%
Split of Days excluding Shared Service and Consultancy Time		50%	50%

* Watford will require Internal Audit to carry out company searches/credit rating and ad-hoc benchmarking exercises.

IT AUDITS FOR DELOITTES NOTE: THESE ARE SUBJECT TO CHANGE AS ICT ARRANGEMENTS EVOLVE DURING 2012/13	DAYS SHARED SYSTEMS	DAYS WATFORD BC	DAYS 3 RIVERS DC
IT - Network Infrastructure	10		
IT - Virtualisation	10		
IT Governance	9		
Totals	**29**	**0**	**0**