Appendix B

	2017-	2018-	2019-	2020-	2021-
	2018	2019	2020	2021	2022
Provisions					
Advice and Guidance	50	50	50	50	50
Auditee Liaison and Planning - Not Audit Specific	20	20	20	20	20
Audit Recommendations Follow Up	40	40	40	40	40
Schools Contingency	15	15	15	15	15
Continuous Auditing Contingency	25	25	25	25	25
ICT Individual Systems	66	66	66	66	66
Procurement/Contract Management	62	62	62	62	62
Risk Management	35	35	35	35	35
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Detailed Audit Work					
Emergency Duty Team	3	3	3	3	3
First Contact Unit	3	3	3	3	3
Tees Valley Music Service	0	0	10	0	0
Child Placement - Adoption	0	7	7	7	7
Looked After Children	12	12	12	12	12
Children's Anti-Social Behaviour and Preventions	8	8	8	8	8
Planning School Places & School Asset Management	0	0	15	0	0
Early Years & Complex Needs	8	8	8	8	8
Early Years, Children's Centres and Childcare	0	8	8	8	8
Education Improvement Service	0	0	15	0	0
Planning & Partnerships Team	15	0	0	0	15
Leaving Care	7	7	7	7	7
Safeguarding Children	15	0	15	0	15
Referral & Assessment	15	15	15	15	15
Troubled Families Initiative	16	16	16	16	16
Section 17 Payments	4	4	4	4	4
Harewood Hill Lodge	0	5	0	0	0
Children's Secure Accommodation	0	0	0	10	0
PFI	0	0	0	4	4
Organisational Planning Unit	0	0	0	10	0
Business Continuity & Disaster Recovery	10	10	10	10	10
Anti-Fraud Management	35	35	35	35	35
Asset Register/Asset Management	7	7	7	7	7
Financial Management	5	5	5	5	5
Information Management	10	10	10	10	10
Performance Management Framework	15	15	15	15	15
Taxation	12	12	12	12	12
Housing Benefits	18	18	18	18	18
Treasury Management	6	6	6	6	6
Council Plans	5	5	5	5	5

Health & Safety	0	0	15	0	0
Insurance	0	0	15	0	0
Employee Protection	0	0	10	0	0
Cash Offices & Cash Holdings	25	0	0	25	0
VAT	6	6	6	6	6
Property Management	0	30	0	30	0
Welfare Rights	7	0	0	0	7
Environmental Information Regulations (EIR)	5	0	0	5	0
Freedom of Information	15	0	0	15	0
Data Protection	10	0	10	0	10
	0	9		9	9
Complaints Review Officer's Travel & Subsistence	-	_	9		
	10	0	0	0	10
Stockton Collections	5	0	5	0	5
Inventories	0	10	0	0	0
Partnership Arrangements	0	0	0	10	0
Mayor's Charity Fund	2	2	2	2	2
Building Control	7	7	7	7	7
Development Services	0	8	8	8	8
Business Support & Development	25	0	0	0	25
Highways Inspection	7	7	7	7	7
Highways Maintenance Management	10	10	10	10	10
Housing Options	0	10	0	10	0
Traffic Management & Road Safety	0	0	15	0	0
Markets Management	0	0	25	0	0
Private Sector Housing	10	0	0	10	0
Home Ownership Assistance	0	0	10	0	0
Flooding Risk Management	5	5	5	5	5
Street Lighting	0	15	0	0	15
Local Development Plan	0	0	0	10	0
Car Parking	0	10	0	10	0
Housing Building Maintenance	0	0	25	0	0
Housing Maintenance	20	0	0	20	0
Housing Management	0	0	10	0	0
Housing Rents	15	15	15	15	15
Sale of Council Houses	0	10	0	0	0
Democratic & Development Services	0	0	10	0	0
Elections	0	0	20	0	0
Members Payments and Allowances / Travel and Subsistence	40	0	0	0	40
Trading Standards & Licensing	30	0	0	30	0
Change Control	0	4	4	4	4
ICT Backup & Recovery / Disaster Recovery	15	0	0	15	0
Internet	10	0	0	0	10
Website/Intranet	10	0	0	0	10
Network Management	0	10	0	0	0
Remote Access	0	10	0	0	0
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Server Operating Systems	5	5	5	5	5
ICT Project Management	0	10	0	0	0
Outlook/Email	10	0	0	0	10
Environmental Controls	10	0	0	0	10
Desktop Management	0	0	0	10	0
Virtualisation	6	6	6	6	6
Active Directory	6	6	6	6	6
Hardware Controls	0	10	0	0	0
Software Controls	0	0	10	0	0
Firewalls	0	4	4	4	4
Cloud Computing	5	5	5	5	5
Payroll & Absence Recording	26	26	26	26	26
Debtors	18	18	18	18	18
Creditors	20	20	20	20	20
Officer Payments - Mileage	8	8	8	8	8
Pension Payments/Early Retirement	0	10	0	10	0
Design & Print Service	0	0	5	0	0
Bank Reconciliation	12	12	12	12	12
Recruitment Services	6	6	6	6	6
Xentrall Governance	0	0	0	4	0
Client Financial Services	12	12	12	12	12
	11	11	11	11	11
Personal Budgets & Direct Payments			30		
Day Centres, Residential & Supported Living	0	0	35	0	0
Independent Living	0	20		0 20	0
Adult Safeguarding Referral & Assessment - Adults	12	12	12	12	12
Better Care Fund	20	20	20	20	
		15		15	20
Independent Sector Assessment & Payments	0		0		0
Physical Disability & Sensory Impairment	0	0	0	0	10
Mental Health	0	0	0	15	0
Environmental Health	6	6 7	6	6	6
Fuel Poverty Reduction Communications Unit	0	-	0	0	0
	0	15	0	0	0
Declaration of Interests/Gifts and Hospitality	0	20	0	0	0
Scheme of Delegation DBS Procedures	0	15	0	0	0
	0	6	6	6	6
Voluntary Sector	0	10	0	0	0
Absence Management	10	10	10	10	10
Workforce Development	0	12	0	0	0
Employee Therapy Services	0	7	0	0	0
Land Charges	6	6	6	6	6
Legal Charges & Court Costs	0	0	15	0	0
Employee Benefits	0	10	0	0	0
Customer Services	0	25	0	0	25
Libraries	25	0	0	25	0
Parks & Countryside	0	0	15	0	0

Museums, Theatres & Arts Venues	30	0	0	30	0
Festivals & Events	0	15	0	0	15
Tees Achieve/Adult Education	0	0	15	0	0
Dolphin Leisure Centre	0	15	0	15	0
Eastbourne Sports Complex	0	0	5	0	0
Sponsorship	0	0	0	5	0
Sports Development	0	0	0	5	0
Visitor Information Services	10	0	0	0	10
Community Transport	0	7	7	7	7
Security & Surveillance	20	0	0	20	0
Fleet Management	0	20	0	0	20
Catering & Cleaning	0	0	20	0	0
Horticultural Services & Allotments	0	0	15	0	0
Waste Management	30	0	0	30	0
Heating, Ventilation & Electrical (Including Building Services)	0	20	0	0	20
Registration & Bereavement Services	0	0	15	0	0
Enforcement	7	7	7	7	7
Carecall	0	20	0	0	20
Highways Maintenance Operational	13	13	13	13	13
Dolphin Centre Catering	0	10	0	10	0
PCI Compliance	10	10	10	10	10
Tees Valley Combined Authority	30	30	30	30	30
Concessionary Travel	0	15	0	0	15
Provision for new unplanned audits during the period	50	50	50	50	50
Total Planned Audit Days:	1265	1327	1321	1344	1237
Analysis of Available Resources					
Total Working Days*	1901	1976	1991	1984	1984
Total Working Days	1901	1910	1991	1304	1304
Non Audit Time					
Annual Leave	227	236	236	236	236
Management	292	312	312	312	312
Sickness	23	24	24	24	24
Training	23	24	24	24	24
Non Audit Total	565	596	596	596	596
Statutory Holidays	68	56	64	64	64
Total Available Audit Days	1268	1324	1331	1324	1324
Balance	3	-3	10	-20	87

* - Adjusted to take account of maternity leave 17/18