

Plan Area	Corporate	Year last	Previous	2021-22	Quarter	2022-23	2023-24	2024-25
Financial Governance:								
Capital		2019-20	Substantial				10	
Treasury Management		2019-20	Substantial				10	
Car Parking & Enforcement	Env.	2018-19	Substantial			15		
Bank Reconciliation		2018-19	Substantial			10		
Creditors and CIS		2017-18	Substantial	10	3			
External Funding Protocol		2019-20	Substantial				10	
Main Accounting System		2016-17	Substantial			10		
Income & Cash Collection		2017-18	Substantial/	10	3			
Budgetary Control		2016-17	Substantial	10	3			
VAT		2018-19	Substantial			12		
Insurance and Inventories of Portable Assets		2019-20	Substantial				12	
Housing Systems:								
Homelessness	Comm.	2016-17	Substantial					10
Temporary Accomodation - charging and income generation		New Area	To be Assessed	12	2			
Housing Allocations and Housing Needs	Comm.	2018-19	Substantial			12		
Private Sector Housing – HMO Licensing and Selective Licensing	Comm.	2016-17	Substantial					10
Right to Buy	Comm.	2017-18	Reasonable	10	1			
Responsive Repairs & Maintenance		2019-20	Various	15	4			15
Decent Homes		New Area	To be Assessed					10
Void Property Management		2019-20	Various			10		
Garage Deposits/Management		New Area	To be Assessed					8
Tenant Health & Safety		2019-20	Various	10	4	10		
Rent Accounting, Collection & Recovery		2019-20	Substantial				15	
Leasehold Services		2017-18	Reasonable			15		

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Rechargeable Works		New Area	To be Assessed	10	2			
Capital Programme, Planned Maintenance		New Area	To be Assessed				12	
Contract Monitoring & Management		2018-19	Limited				10	
Contract Letting/Procurement Process/Specifications		New Area	To be Assessed			10		
Tenancy Fraud		2017-18	Limited					10
Resident Involvement		New Area	To be Assessed	10	4			10
Tenancy & Estate Management and Inspections		2012-13	Reasonable	10	2			
Anti-Social Behaviour		2012-13	Reasonable				10	
New Capital Build Programme		New Area	To be Assessed				10	
Energy Efficiency, Carbon Reduction & Fuel Poverty Programmes		New Area	To be Assessed				12	
HRA Business Plan	Comm.	2014-15	Substantial				10	
Information Governance:								
Data Protection, FOI and Information Management		2017-18	Limited					10
Technology/Cyber Risks:								
Cloud Computing/Digital		New Area	To be Assessed	10	3			
Corporate Governance:								
Governance & Culture		Not audited by EKAP, assurance is instead to be provided by External Audit						
Members' Code of Conduct, Register of Interests, Gifts and Hospitality, and Standards Arrangement		2020-21	Reasonable					10
Officers' Code of Conduct and Gifts and Hospitality		2016-17	Reasonable					10
Local Code of Corporate Governance		2016-17	Limited					8

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Complaints Monitoring		2018-19	Limited			10		
Shared Services Monitoring		2012-13	Reasonable				10	
Partnerships		2012-13	Reasonable				10	
Scheme of Officer Delegations		2017-18	Substantial				10	
Corporate/Governance and Audit Committee		Annually	N/A	32	1 to 4	32	32	32
Project Management		2016-17	Limited					10
Performance Management & Data Quality:								
Performance Management		2017-18	Reasonable/Limited	10	3			
Fraud Risk:								
Anti-Fraud & Corruption Assurance Mapping		2019-20	N/A			15		
Risk Management:								
Risk Management	Informs all Corporate Risks	2017-18	Reasonable	10	4		10	
Other:								
Liaison with the External Auditors	N/A	Annually	N/A	1	1 to 4	1	1	1
Previous Year Work in Progress b/fwd	N/A	Annually	N/A	5	1	5	5	5
Follow-up	N/A	Annually	N/A	15	1 to 4	15	15	15
Procurement & Contract Management:								
CSO Compliance		2019-20	Reasonable				12	
Service Contract Management		2016-17	Limited	12	2			
Receipt and Opening of Tenders		2017-18	Substantial					10
Procurement		2016-17	Substantial					10
Asset Management:								

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Asset Management; Commercial Properties and Concessions (incl, Industrial estates, Innovation centre etc)	Growth	2017-18	Limited	10	1		10	
Commercial Properties - Compliance		New Area	To be Assessed					
Service Level Audits:								
Cemeteries and Crematoria		2020-21	Reasonable					12
Thanet Lottery		New Area	To be Assessed	15	4			
Safeguarding Children and Vulnerable Groups/DBS Checks		2018-19	Reasonable			12		
Community Safety	Comm.	2018-19	Reasonable			10		
Coastal Management		2016-17	Substantial					10
CCTV	Comm.	2018-19	Substantial			10		
Dog Warden Service, Street Scene and Litter Enforcement (incl. graffiti and flytipping)	Env.	2018-19	Reasonable			10		
Electoral Registration & Election Management		2018-19	Reasonable	10	2			
Environmental Health – Food Safety	Env.	2018-19	Substantial			10		
Environmental Health – Public Health Burials	Env.	2020-21	Limited					7
Environmental Health – Health and Safety at Work	Env.	2015-16	Limited					10
Environmental Health - Environmental Protection Service Requests	Env.	2016-17	Substantial				10	
Environmental Health - Pollution, Contaminated Land, Air and Water Quality	Env.	2017-18	Substantial			10		
Business Continuity and Emergency Planning		2018-19	Reasonable			12		

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Playgrounds		2016-17	Limited	10	2			
Equality and Diversity		2014-15	Reasonable	10	1			
Grounds Maintenance	Env.	2019-20	Reasonable/Limited			15		
Dalby Square Heritage Grants and Housing Intervention Grants	Comm.	2015-16	Substantial				10	
Disabled Facilities Grants	Comm.	2020-21	Substantial					10
Land Charges		2017-18	Substantial	10	1			
Licensing		2018-19	Substantial			10		
Museums		2015-16	Limited			10		12
Allotments		2017-18	Reasonable				10	
Legal Services		Not audited by EKAP, assurance is instead provided by LEXCEL accreditation						
Ramsgate Port, Marina & Broadstairs Harbour	Growth	2019-20	Substantial	12	3			
Ramsgate Harbour Accounts	Growth	2019-20	Not Applicable	5	2	5	5	5
East Kent Opportunities	Growth	2018-19	N/A			12		
Members' Allowances and Expenses		2016-17	Substantial					10
Planning Applications, Income and s106 Agreements	Env.	2019-20	Reasonable				12	
Building Control	Env.	2019-20	Limited				10	
Phones, Mobiles and Utilities		2020-21	Reasonable					10
Printing and Post		2019-20	Substantial				10	
YourLeisure - Sports and Leisure	Comm.	2014-15	Reasonable/Limited					13
Event Management, Sports & Community Development	Comm.	2014-15	Reasonable	10	4			
Visitor Information Arrangements	Growth	2015-16	Substantial				10	

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Waste and Street Cleansing Vehicle Fleet Management	Env.	2017-18	Reasonable					15
Garden Waste and Recycling Income	Env.	2017-18	Reasonable	12	2			
Refuse Collection	Env.	2016-17	Reasonable					12
Street Cleansing	Env.	2018-19	Limited	14	4			
Climate Change	Env.	2009-10	To be Assessed				7	
Employee Health, Safety and Welfare		2018-19	Reasonable			12		
Total Planned Days:				320		320	320	320

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EK Services - Revenues & Benefits (CIVICA)						
Housing Benefits – Payment	2017/18	Substantial	15			
Housing Benefits – Overpayments	2020/21	Substantial				15
Housing Benefits – Admin & Assessment	2018/19	Substantial			15	
Housing Benefit - Appeals	2019/20	Substantial			15	
Housing Benefit - DHP	2018/19	Reasonable		15		
Housing Benefit - Subsidy	2020/21	Substantial				15
Housing Benefit Testing	2019/20	N/A	15	15	15	15
Council Tax	2014/15	Substantial	15			
Council Tax Reduction Scheme	2017/18	Substantial			15	
Customer Services/Gateway	2016/17	Substantial	15			
Business Rates	2017/18	Substantial		15		
Business Rates reliefs / credits	2019/20	Substantial				15
Debtors and rechargeable Works	2018/19	Substantial		15		
Key Performance Indicators	2020/21	New	5	5	5	5
Sub-Total EKS Civica			65	65	65	65
EK Services Corporate						

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Meetings/ Agree Audit Plan	N/A	Annually	5	5	5	5		
Carried forward / Follow Up Reviews	N/A	Annually	15	15	15	15		
Sub-Total EKS Corporate			20	20	20	20		
EK Services - ICT								
ICT – Change Controls / Updates	2016/17	Substantial	15					
ICT - Data Management	2017/18	Substantial		15				
ICT – Network Security	2018/19	Substantial		15				
ICT – Procurement and Disposal	2017/18	Reasonable	15					
ICT – Physical and Environment	2019/20	Substantial			15			
ICT - Software Licensing	2016/17 (2020)	Reasonable				15		
ICT - PCI-DSS	2018/19	Reasonable / Limited			15			
ICT - Disaster Recovery	2015/16	Sub /				15		
Sub -Total EKS ICT			30	30	30	30		
EK Services - EKHR								
Absence Management/Annual Leave and Flexi Leave	2018/19	Reasonable		15				
Payroll, SMP and SSP	2019/20	Reasonable	15	15	15	15		
Employee Allowances and Expenses	2017/18	Sub / Reasonable	15			15		
Employee Benefits-in-kind	2019/20	Substantial / Limited			15			
Leavers / Recruitment	2016/17	Substantial	15			15		
Disclosure & Barring Service	2020/21	Limited			15			
Apprenticeships	2018/19	Sub / Reasonable		15				
Sub-Total EKS HR			45	45	45	45		
Overall EKS Plan total			160	160	160	160		