

Plan Area	Corporate Plan, and Risk Ref:	Year last audited	Previous Assurance level	2022-23 planned days	Quarter Prioritised for 2022-23	2023-24 Planned Days	2024-25 Planned Days	2025-26 Planned Days
Financial Governance:								
Capital		2019-20	Substantial			10		
Treasury Management		2019-20	Substantial			10		
Car Parking & Enforcement	Env.	2018-19	Substantial	10	3		10	
Bank Reconciliation		2021-22	21-22 WIP					
Creditors and CIS		2021-22	21-22 WIP					10
External Funding Protocol		2019-20	Substantial			10		
Main Accounting System		2016-17	Substantial			10		
Income & Cash Collection		2021-22	21-22 WIP					10
Budgetary Control		2021-22	21-22 WIP					10
VAT		2018-19	Substantial	10	3			
Insurance and Inventories of Portable Assets		2019-20	Substantial			12		
Housing Systems:								
Homelessness	Comm.	2021-22	21-22 WIP				10	
Housing Allocations and Housing Needs	Comm.	2018-19	Substantial	10	4			
Private Sector Housing – HMO Licensing and Selective Licensing	Comm.	2016-17	Substantial	10	2			
Right to Buy	Comm.	2021-22	Limited					10
Responsive Repairs & Maintenance		2021-22	21-22 WIP					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			13		
Leasehold Services		2017-18	Reasonabl	12	2			
Rechargeable Works		2021-22	21-22 WIP					12

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Capital Programme, Planned Maintenance		New Area	To be Assessed	12	4			
Contract Monitoring & Management		2018-19	Limited			12		
Contract Letting/Procurement Process/Specifications		New Area	To be Assessed	10	3			
Tenancy Fraud		2017-18	Limited				10	
Resident Involvement		2021-22	21-22 WIP					10
Tenancy & Estate Management and Inspections		2021-22	21-22 WIP					10
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		
Human Resources:								
Recruitment & Leavers		2021-22	21-22 WIP					10
Absence Management, Annual Leave and Flexi Leave		2018-19	Reasonable	10	2			
Apprenticeships		2018-19	Substantial/Reasonable			10		
Information Governance:								
Data Protection, FOI and Information Management		2021-22	Limited				10	
Technology/Cyber Risks:								
Cloud Computing/Digital		New Area	To be Assessed	10	1			10

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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	2		10	
Local Code of Corporate Governance		2020-21	Limited				8	
Complaints Monitoring		2018-19	Limited	10	1			
Partnerships & Shared Services Monitoring		2012-13	Reasonable					
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	4		10	
Performance Management & Data Quality:								
Performance Management		2021-22	21-22 WIP					10
Fraud Risk:								
Anti-Fraud & Corruption Assurance Mapping		2019-20	N/A	10	3		15	
Risk Management:								
Risk Management	Informs all Corporate Risks	2021-22	21-22 WIP			10		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:								

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CSO Compliance		2019-20	Reasonable			12		
Service Contract Management		2021-22	21-22 WIP					12
Receipt and Opening of Tenders		2017-18	Substantial				10	
Procurement		2016-17	Substantial				10	
Asset Management:								
Asset Management; Commercial Properties and Concessions (incl, Industrial estates, Innovation centre etc)	Growth	2021-22	Limited			10		10
Commercial Properties - Compliance		New Area	To be Assessed				10	
Service Level Audits:								
Cemeteries and Crematoria		2020-21	Reasonable				12	
Thanet Lottery		2021-22	21-22 WIP					15
Safeguarding Children and Vulnerable Groups/DBS Checks		2018-19	Reasonable	10	3			
Community Safety	Comm.	2018-19	Reasonable	10	1			
Coastal Management		2016-17	Substantial				10	
CCTV	Comm.	2018-19	Substantial	10	1			
Dog Warden Service, Street Scene and Litter Enforcement (incl. graffiti and flytipping)	Env.	2018-19	Reasonable	10	3			
Electoral Registration & Election		2021-22	Reasonable					10
Environmental Health – Food Safety	Env.	2018-19	Substantial	10	1			
Environmental Health – Public Health Burials	Env.	2020-21	Limited				10	
Environmental Health – Health and Safety at Work	Env.	2015-16	Limited				10	

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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	2			
Business Continuity and Emergency Planning		2018-19	Reasonable	10	4			
Playgrounds		2021-22	Reasonable					10
Equality and Diversity		2021-22	Limited					10
Grounds Maintenance	Env.	2019-20	Reasonable/Limited			12		
Dalby Square Heritage Grants and Housing Intervention Grants	Comm.	2015-16	Substantial			10		
Disabled Facilities Grants	Comm.	2020-21	Substantial				10	
Land Charges		2021-22	Substantial					10
Licensing		2018-19	Substantial	10	2			
Museums		2015-16	Limited	10	2		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	2021-22	21-22 WIP					12
Ramsgate Harbour Accounts	Growth	2021-22	Not Applicable	5	2	5	5	5
East Kent Opportunities	Growth	2018-19	N/A	10	3			
Members' Allowances and Expenses		2016-17	Substantial				10	
Planning Applications, Income and s106 Agreements	Env.	2019-20	Reasonable			12		

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Building Control	Env.	2019-20	Limited			12		
Phones, Mobiles and Utilities		2020-21	Reasonable				10	
Printing and Post		2019-20	Substantial			10		
YourLeisure - Sports and Leisure	Comm.	2014-15	Reasonable/Limited				10	
Event Management, Sports & Community Development	Comm.	2021-22	21-22 WIP					10
Visitor Information Arrangements	Growth	2015-16	Substantial			10		
Waste and Street Cleansing Vehicle Fleet Management	Env.	2017-18	Reasonable	13	1		12	
Garden Waste and Recycling Income	Env.	2021-22	21-22 WIP					12
Refuse Collection	Env.	2016-17	Reasonable				10	
Street Cleansing	Env.	2021-22	No Assurance					14
Climate Change	Env.	2020-21	N/A	5	3	5	5	10
Employee Health, Safety and Welfare		2018-19	Reasonable	10	4		10	
Total Planned Days:				330		330	330	330

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Plan Area	Year lasted audited	Previous assurance level	2017-18 Planned Days	2018-19 Planned Days	2019-20 Planned Days	2020-21 Planned Days
EK Services - Revenues & Benefits						
Housing Benefits – Payment	2014/15	Substantial	15			
Housing Benefits – Overpayments	2016/17	Substantial				15
Housing Benefits – Admin & Assessment	2014/15	Substantial		15		
Housing Benefit - Appeals	2015/16	Substantial			15	
Housing Benefit - DHP	2015/16	Substantial		15		
Housing Benefit - Subsidy	2016					15
Housing benefit Testing (DDC & TDC only)	2015/16	N/A	20	20	20	20
Council Tax	2014/15 (2016)	Substantial			20	
Council Tax Reduction Scheme	2013/14	Substantial	15			
Customer Services/Gateway	2016/17	Reasonable				20
Business Rates	2015/16	Reasonable	20			
Business Rates reliefs	2015/16	Reasonable		15		
Business Rates credits	2015/16	Reasonable			15	
Debtors and rechargeable Works	2015/16	Substantial		20		
EK Services - Corporate						
Corporate / Audit Plan			8	8	8	8
Follow ups			7	7	7	7
EK Services - ICT						
ICT – Change Controls	2013/14 (2016)	Limited				15
ICT - Data Management	2014/15	Reasonable	15			
ICT – Network Security	2012/13 (2016)	Substantial				15
ICT – Procurement and Disposal	2013/14	Reasonable	15			
ICT – Internet / e-mail / laptops	2014/15	Reasonable			15	
ICT – Physical and Environment	2014/15	Reasonable			15	
ICT - Software Licensing	2012/13 (2016)	Limited			15	

ICT - PCI-DSS	2015/16	Limited		15		
ICT - Disaster Recovery	2015/16	Sub / Reasonable		15		
EK Services - EKHR						
Recruitment	2016/17	Substantial				15
Absence Management/Annual Leave and Flexi Leave	2015	Reasonable / Limited		15		
Payroll, SMP and SSP	2013 (2016)	Reasonable	15	15	15	15
Employee Allowances and Expenses			15			
Employee benefits-in-kind	2013 (2016)	Reasonable / Limited			15	
Leavers	2016					15
Employee Health, Safety and Welfare	2015	Reasonable / Limited	15			
Sub-Total EK Services Planned Days			160	160	160	160