

Caerphilly County Borough Council

Summary of the Audit Plan 2013/2014

Service area	Main Areas covered	Brief Details	Days
Education	Establishment visits	Primary & comprehensive schools	177
	Central systems	School governance issues, grant claims, etc.	103
Social Services	Establishment visits	Residential homes, training & day centres	55
	Central systems	Section 17, Home care, supporting people etc.	125
Engineers	Contracts	Contract procurement & administration	51
	Central systems	Transport, permit charges, etc.	47
Planning/ Regeneration	Contracts	Contract procurement & administration,	16
	Establishment visits	BMI, Tourism & Countryside	26
	Central systems	Grant payments, tourism events etc.	60
Community & Leisure	Establishment visits	Leisure centres	40
	Central systems	Grounds Mtce., Outdoor facilities, Building Cleaning & Cleansing	90
Public protection	Central systems	Licensing, registrars	29
Corporate Services	Housing	Contracts (incl. WHQS), stock system etc. renovation grants etc.	112
	Legal & Governance	Sales processes	15
	Human Resources	Incl. employee service centre (payroll, flexi etc.)	150
	ICT & Citizen engagement	Central IT systems, Customer first, information governance	175
	Performance & Property	Contract procurement & administration, asset mgt. etc.	65
	Corporate finance / Central systems	Accountancy, creditors, cashiers, NNDR, Council tax, debtors etc	213
	Corporate / non audit	Audit Comm., action plan reviews & returned cheques etc.	254
Contingency	incl. General advice		90
SUBTOTAL	Allocated work		1893
	Overheads	Holidays, supervision, training, sickness etc.	727
TOTAL			2620