

INTERNAL AUDIT PLAN OF WORK 2023/24 to 2025/26

Key risks to be covered

Risk Assessment Category	Appears on Corporate Risk Register	Audit Type	Date last audited	Method of Review	2023-24	2024-25	2025-26	TOTAL Est. Days 2023-2026
--------------------------	------------------------------------	------------	-------------------	------------------	---------	---------	---------	---------------------------

AUDIT PLAN RATIONALE

- 1) Frequency of review is based on the overall risk rating and when the previous review was carried out.
- 2) Level of audit resource is dependent on complexity of the area to be reviewed and the level of assurance required for the risks identified.
- 3) Risk assessment factors taken into account when determining the risk category:- degree of instability/complexity of system/sensitivity of information/likelihood of fraud or corruption/previous audit control opinion.

AUDIT TYPE - KEY

- SR Strategic Risk (where a direct link to Council Strategy Key Themes for Improvement)
- CR Corporate Wide Risk
- OR Operational Risk
- AFW Anti Fraud Work
- KFS Key Financial System
- ACW Anti Corruption Work
- VFM Value for Money
- ADV Advisory
- EST Establishment Audit (Audit Programme of work for specific type of establishments e.g. schools, residential care homes)
- CRR - Used where the item appears on the Corporate Risk Register

METHOD OF REVIEW - KEY

- FR Full Risk Based Audit
- SR Short Focussed Review
- DA Data Analytics Review

		Key risks to be covered	Risk Assessment Category	Appears on Corporate Risk Register	Audit Type	Date last audited	Method of Review	2023-24	2024-25	2025-26	TOTAL Est. Days 2023-2026
Corporate Audits											
Audit No.											
1	Mileage Claims - Compliance with Council procedures	a) Inaccurate/inappropriate claims resulting in theft/fraud	Medium		AFW	2013-14		15			15
2	Income collection - spot checks	a) Theft/Fraud	low		AFW	2014-15				15	15
3	Commercialisation Projects	a) Legality of operations not fully explored or validated b) Governance arrangements have not been clearly defined/established to monitor achievement of stated aims and objectives	High		CR	2019-20				15	15
4	Compilation and Monitoring of the Capital Programme	a) Capital Programme not linked to corporate priorities b) Programme progress/costs not effectively managed resulting in overspends and delayed or poor outcomes c) Ineffective project management - budgets exceeded/deadlines exceeded/outcome does not meet client needs	Medium		CR	2022-23					0
5	Customer Engagement Strategy	a) The Council has not set out how it intends to improve engagement with its customers (external and internal) b) Plans to achieve the improvement in engagement are not clearly defined, measured and/or reported c) Customer satisfaction are not adequately taken into account/services do not meet customer needs or expectations	Medium		SR	NEW		15			15
6	IR35	a) Non compliance with legislation b) Inaccurate calculations could result in financial penalties and interest being incurred	Medium		OR	2022-23				12	12
7	Governance - Delivery of Projects (revised PPM Arrangements)	a) Council Strategy Projects are not delivered b) Projects are not delivered in a timely and cost effective manner	High		SR	Advisory review in 2022-23	FR		20		20
8	Risk Management	a) Non compliance with Legal requirements b) Ineffective framework for AGS reporting c) Ineffective framework for overseeing the Council's governance rules i.e. the Constitution	Medium		CR	2020-21				15	15
9	NFI Investigation work	a) fraud by employees/residents	High		AFW	2022-23	N/A	25	25	25	75
10	GDPR	a) Non compliance with Data Protection Act b) Information not stored securely c) Personal information issued/sent to incorrect parties b) data could be amended/destroyed/sensitive data made public	Medium	CRR	CR	2018-19				15	15
11	Telecommunications	a) Inappropriate use of equipment/ineffective monitoring of personal calls resulting in unnecessary expenditure being incurred possibility of Fraud/abuse b) There isn't a consistent approach when determining who can be allocated telecoms equipment, therefore assessing the need for Telecoms equipment	Low		AFW	2017-18					0
12	Procurement cards	Ineffective monitoring of card usage resulting in inappropriate expenditure being incurred	Medium		AFW/SR	2019-20			15		15
13	Grant Allocation/monitoring	a) Grants not awarded appropriately b) Grant allocations are not accurately recorded/effectively monitored	Low		CR	2006-07	SR		12		12
14	Archiving Council Records	a) Ineffective service provision b) Storage requirements not reviewed c) Unnecessary costs incurred	Low		OR	2014-15					0
15	Transformation/Digitalisation Agenda	a) Self service options are not being fully considered/progressed b) Opportunities for efficiency savings/customer experience improvement are not being maximised c) Data security is not fully considered/tested as part of implementation.	High		SR	2019-20			20		20

		Key risks to be covered	Risk Assessment Category	Appears on Corporate Risk Register	Audit Type	Date last audited	Method of Review	2023-24	2024-25	2025-26	TOTAL Est. Days 2023-2026
16	West Berkshire Lottery	a) The scheme does not achieve the anticipated benefits b) Reputational risk if the scheme is not effectively and appropriately managed c) Ineffective planning/utilisation of funds raised.	Medium		AFW/OR	New	SR	12			12
17	Effectiveness of the Governance and Ethics Committee	a) The Committee does not operate in accordance with good practice (CIPFA Guidance) b) The Committee does not have adequate scope and responsibility to effectively oversee the Council's governance framework. c) The Committee is not provided with sufficient and timely information to be able to make informed decisions	Medium		CR	2019-20					0
18	Use of Social Media	a) The Council is unaware of its social presence and is unreactive/provides ad-hoc and inconsistent responses. b) Reputational Damage, unfavourable or confidential information released. C) Poor corporate image portrayed by employees/members.	High		CR	New	SR	12			12
19	Business Continuity	a) Council has not clearly defined its approach to dealing with an emergency b) Service delivery impacted c) Recovery timeframes increased d) Residents may suffer financial	High	CRR	CR	2022-23					0
20	Community Municipal Investment Bond	a) The scheme does not achieve the anticipated benefits b) Reputational risk if the scheme is not effectively and appropriately managed c) Ineffective planning/utilisation of funds raised	Medium		CR	New		12			
	total							91	92	97	280

		Key risks to be covered	Risk Assessment Category	Appears on Corporate Risk Register	Audit Type	Date last audited	Method of Review	2023-24	2024-25	2025-26	TOTAL Est. Days 2023-2026
Resources Directorate											
Head of Finance and Property											
1	Compliance with CIPFA's Financial Management Code	a) Poor/inaccurate financial planning resulting in S14 notice, b) Government Intervention c) Qualified Accounts	Medium		CR	New	SR	10			10
2	General Ledger	a) Inaccurate information for management decisions b) Budgets exceeded c) Qualified accounts	Medium		KFS	2022-23					0
3	Fixed Asset Register	a) Non compliance with accounting standards b) Qualified Accounts	High		ADV	2020-21			15		15
4	IFRS 16 (Accounting for Leases)	a) Non-compliance with accounting standards b) Qualified Accounts	Medium		OR	NEW			12		12
5	Budget Monitoring	a) Inaccurate Information b) poor decision making	High		CR	2021-22				15	15
6	MTFS (to incorporate Business Rates estimating and profiling)	a) Council's financial targets are not realised b) Budget pressures c) Increases in Council Tax	Medium		SR	2022-23					0
7	Treasury Management	a) Inappropriate cash flow decisions - income not maximised b) Legislation/Internal polices not complied with	Medium		KFS	2021-22					0
8	Bank Reconciliation (cover Chaps payments)	a) Inappropriate transactions processed through the bank b) Inaccurate year end accounts c) Qualified opinion from External Auditors	Medium		OR	2017-18			12		12
9	VAT	a) Non compliance with Revenues & Customs requirements - financial penalties	Medium		OR	2013-14	SR	12			12
10	Insurance (claims management)	a) Inappropriate assessment of uninsured losses b) Inaccurate claims record for management information c) Poor management information/Ineffective claims management	Medium		CR	2015-16	FR	15			15
11	Building Maintenance	a) Ineffective maintenance programme, b) Non compliance with legislation (internal, H&S, EU tendering policies)	Medium		OR	2021-22					0
12	Asset Management Strategy/Plans	a) Non compliance with legislation, b) Ineffective management of asset portfolio	High		CR	2016-17			15		15
13	Asset Project Management (Property Team)	a) Failure to deliver major projects on budget, timely manner, to meet need of clients, b) Non compliance with legislation	Medium		CR	2015-16				15	15
14	Commercial Rents (excluding property investment portfolio)	a) Non compliance with legislation, b) Loss of income/increased void periods, c) Misappropriation of leases	Medium		OR	2022-23					0
15	Facilities Management	a) Ineffective contract management which could result in lack of compliance with regulations b) Poor response to requests for service, resulting in staff Health and Safety issues.	Medium		OR	Partial coverage 2021-22			12		12
16	Health and Safety	a) Non compliance with H&S Legislation - legal action/penalties	Low		CR	2012-13				10	10
17	Accounts Payable	a) Inappropriate/fraudulent payments b) budgets exceeded	High		KFS	2021-22				15	15
18	Accounts Receivable	a) Council's cash flow affected b) Income not maximised c) Ineffective debt management	High		KFS	2022-23					0
19	Car Loans & Car Leasing	a) Inaccurate payroll deductions b) Non compliance with Inland Revenue requirements	Low		OR	2013-14			10		10

		Key risks to be covered	Risk Assessment Category	Appears on Corporate Risk Register	Audit Type	Date last audited	Method of Review	2023-24	2024-25	2025-26	TOTAL Est. Days 2023-2026
20	Income Collection/Recording Processes	a) Inaccurate processing of income - affecting cash flow decisions b) Fraud/theft c) Accounts could be qualified	Medium		AFW	2016-17				15	15
21	National Non-domestic Rates	a) Non compliance with legislation/local schemes for exemptions b) Income generation/collection not maximised c) Qualified accounts	High		KFS	2018-19	FR	15			15
22	Council Tax	a) Non compliance with legislation/local schemes for reductions b) Income generation/collection not maximised c) Accounts qualified	High		KFS	2019-20	SR - as part of follow-up	8			8
23	Council Tax Reduction Scheme	a) Non compliance with legislation/local schemes for reductions b) Income generation/collection not maximised	Medium		AFW	2019-20					0
24	Housing Benefits (to include Council Tax Hardship Fund)	a) Non compliance with legislation b) Inaccurate/inappropriate payments made c) Accounts qualified d) Non compliance with Hardship Fund Grant rules/local scheme rules e) Grants inappropriately awarded/accounted for	Medium		OR	2014-15	SR	15			15
Total								50	76	70	196

Key risks to be covered			Risk Assessment Category	Appears on Corporate Risk Register	Audit Type	Date last audited	Method of Review	2023-24	2024-25	2025-26	TOTAL Est. Days 2023-2026
Service Director - Strategy and Governance											
1	Recruitment and Retention	a) Delays in appointing staff - disruption to service delivery b) Non compliance with employment legislation c) DBS failure	High	SRR	AFW/SR	2012-13		15			15
2	Absence Management	a) Council's sickness policy not being adhered to b) Inaccurate information for performance management	Low		CR	2011-12			12		12
3	Workforce Strategy	a) Long term vision not clearly defined b) Outcomes not defined/measurable c) Strategy is not achieved and therefore impact on the Council achieving its workforce aims and objectives	High		SR	2022-23					0
4	Staff Performance Management Framework	a) Staff potential not maximised/not focussed on achieving Council plan outcomes b) Council Behaviours Framework not being adhered to/managed effectively b) Poor performance not identified/not managed effectively	Medium		SR	New			15		15
5	Staff Training and Development (Corporate and Professional Training - across whole Council)	a) Failure to develop staff in accordance with good practice b) Failure to inform new employees of legislation, key corporate policies and procedures they need to be aware of adhere to c) VFM/cost effectiveness not taken into account within services when making spending decisions	Medium		SR	2014-15		15			15
6	Payroll	a) Ghost employees set up b) Inaccurate payments made c) Inaccurate deductions made	High		KFS	2020-21		15			15
7	Apprenticeship Levy/Use of the Apprenticeship Service	a) Non compliance with legislation b) Budgets do not reflect the increase in costs c) Payment calculations are not correct d) Apprenticeship levy paid is not used therefore funds are lost	Low		SR	2017-18				10	10
8	Disclosure and Barring Service	a) Vulnerable adults/children could be put at risk due to the Council Scheme not meeting the requirements of the national guidance and/or local processes have not been established to ensure that backgrounds check are undertaken/recorded and updated	Medium		SR	2021-22					0
9	Legal Services	a) Framework of systems and procedures not effective to manage deliver/quality of service provision b) Use of external expertise is not effectively managed/increased cost c) Quality standards not adhered to	Low		OR	2010-11				10	10
10	Service Planning/targets and performance management	a) Service delivery expectations and targets not clearly defined and/or not measured and reported. B) Potential for intervention if services do not meet legal obligations/quality thresholds c) Reputational risk of poor service delivery/not achieving value for money	Medium		SR	2021-22					0
11	Equality Impact Assessments	a) Non compliance with national guidance b) Unaware of impact of changes in policy/decisions on local community c) lack of transparency/accountability d) Judicial review overturns decisions	Low		SR	2013-14				10	10
12	Members expenses	a) Inappropriate payments, b) Over payments on budgets, c) Non compliance with legislation/policies	Medium		OR/AFW	2020-21					0
13	Complaints / Code of Conduct	a) Ineffective policies and processes in place, b) Non compliance with policies/processes c) Customer dissatisfaction with Council Services d) Reputational damage	Low		SR	2012-13			12		12
14	Freedom of Information	a) Non compliance with legislation b) No Standard approach for dealing with requests c) Adequate records not maintained of requests/responses	Low		SR	2014-15				12	12
15	Management of the Internet/Intranet	a) Ineffective processes and procedures, b) Inappropriate information published - version control c) Poor search engine resulting in ineffective searches for information	Medium		SR	2011-12	SR	12			12
16	Electoral Services	a) Non compliance with legislation, b) Inappropriate entries on register, b) Incorrect payments/expenditure/charges	Medium		OR	2021-22					0

	Key risks to be covered	Risk Assessment Category	Appears on Corporate Risk Register	Audit Type	Date last audited	Method of Review	2023-24	2024-25	2025-26	TOTAL Est. Days 2023-2026
17	Land Charges a) Non compliance with legislation b) Income collection processes are not effective	Low		OR/AFW	2007-08					0
18	Project Management Oversight - Role of Programme Group/Board (ICT investment) a) Systems do not meet business/user needs b) Escalation of costs/time to implement c) Poor customer service experience	High		ADV	2021-22					0
19	Post Implementation Reviews Oversight a) Systems do not meet business/user needs b) Escalation of costs/time to implement	High		SR	2013-14			15		15
total							57	54	42	153

		Key risks to be covered	Risk Assessment Category	Appears on Corporate Risk Register	Audit Type	Date last audited	Method of Review	2023-24	2024-25	2025-26	TOTAL Est. Days 2023-2026
Head of I.C.T.											
1	I.T. Strategy	a) Does not meet changing needs of the organisation b) Progress not measured/monitored -	Medium		SR	2007-08	SR	10			10
2	Change Control Management	a) Inappropriate changes b) Changes do not meet the needs of users c) Changes not operationally effective	Medium		OR	2016-17			15		15
3	System Security - Corporate Systems access	a) Non compliance with Data Protection Act b) Unauthorised access to data b) data could be amended/destroyed/sensitive data made public	High		SR	2021-22				15	15
4	System Security - firewalls/traffic management/anti-virus software	a) Systems and data could be inappropriately accessed - data destroyed or manipulated b) Ransomware attack - no access to systems/data	High	CRR	SR	Partial 2011-12	FR	15			15
5	ICT Asset Security	a) More staff working from home - increased risk of loss of assets b) Asset records may not accurately record all assets/assets may not be accounted for c) Assets may not be stored securely	Medium	CRR	SR	2011-12	FR	15			15
6	Ensure continuous service (Disaster Recovery for I.T. Service)	a) Contingency plan not in place/not effective - service delivery affected	Medium		SR	2011-12			15		15
7	PSN Compliance Certificate	a) Non compliance with Government I.T. Security requirements b) Not able to access government data/share data with other government bodies	Low		SR	2010-11				10	10
8	Manage problems and incidents (help desk)	a) Interruptions to service delivery b) Staff performance adversely affected	Medium		OR	2012-13			15		15
9	Printing Service	a) Inefficient operations b) Delivery targets not met	Low		OR	2014-15					0
Total								40	45	25	110

		Key risks to be covered	Risk Assessment Category	Appears on Corporate Risk Register	Audit Type	Date last audited	Method of Review	2023-24	2024-25	2025-26	TOTAL Est. Days 2023-2026
Head of Commissioning											
1	Brokerage/Care Commissioning Placement Processes	a) Value for money not obtained when choosing external providers b) Care provision not formalised/not monitored - escalation of costs/ care standards not met	High		OR	2017-18	FR	20			20
2	Contract Letting/Monitoring - Care Packages	a) Value for money not obtained when choosing external providers b) Care provision not formalised/not monitored - escalation of costs/ care standards not met b) Non compliance with EU legislation	High		OR	partial coverage in 2017-18			20		20
3	Contract letting - Other than Care Packages	a) Non-compliance with Contract rules of Procedure (Remedies Directive) c) Value for money not obtained b) Non compliance with EU legislation	Medium		ACW/VFM	2014-15	FR	15			15
4	Contract monitoring - Other than Care Packages	a) Non-compliance with Contract rules of Procedure b) Contract spec not met c) Contract costs exceeded	Medium		CR	2019-20				20	20
5	Implementation of Social Value Policy	a) ineffective roll out of the policy so contracts are awarded without taking into account social value benefits b) Non compliance with Public Services (Social Value) Act 2012 and Council Policy.			SR	New				15	15
Total								35	20	35	90

		Key risks to be covered	Risk Assessment Category	Appears on Corporate Risk Register	Audit Type	Date last audited	Method of Review	2023-24	2024-25	2025-26	TOTAL Est. Days 2023-2026
People Directorate											
Service Director Adult Social Care											
1	Better Care Fund	a) Ineffective governance/communication between parties b) Effectiveness of arrangement not monitored - objectives not achieved/budgets exceeded.	Medium		CR	2019-20				20	20
2	Assessment of Needs/Purchase of Care - (MH/LD)	a) Legislation is not adhered to b) Inappropriate care packages c) Budgets could be overspent	Medium		OR	2008-9	FR	15			15
3	Assessment of need /Purchase of Care - Respite	a) Legislation is not adhered to b) Inappropriate care packages c) Budgets could be overspent	Low		OR	2012-13			15		15
4	Carers' Assessments/payments	a) Care Act is not adhered to b) Assessments not undertaken timely/ care plans not put in place c) Carers initial needs not met which could result in increased demand on services/budgets	Medium		OR/AFW	2021-22					0
5	Resource Centres (3)	Establishment reviews - key risks - budgetary control/appropriateness of expenditure	Low		EST	2022-23				8	8
6	Residential Homes - Elderly (3)	Establishment review - key risks - budgetary control/appropriateness of expenditure	Medium		EST	2011-12	FR	10		10	20
7	Assessment of needs/Purchase of care - Home Care	a) Legislation is not adhered to b) Inappropriate care packages c) Ineffective contract management/budgets could be overspent	Medium		OR	2022-23					0
8	Assessment/Purchase of Care - Residential/Nursing	a) Legislation is not adhered to b) Inappropriate care packages c) Budgets could be overspent	Medium		OR	2017-18			15		15
9	Shared Lives - Placements and Payments	a) Scheme not effectively managed b) Incorrect/inappropriate payments, c) Overspends on budget	Medium		OR/AFW	2021-22					0
10	O/T - Equipment - pooled budget	a) Ineffective governance/communication between parties b) Effectiveness of arrangement not monitored - objectives not achieved/budgets exceeded	Low		OR	2011-12				10	10
11	Personal Budgets (Direct Payments/Use of payment cards)	a) Legislation/internal procedures not adhered to b) Inappropriate care packages c) Budgets could be overspent	High		OR/AFW	2022-23					0
12	Client Financial Assessments	a) Non compliance with legislation/Council's policy b) Inaccurate charges calculated c) Ineffective income collection/recovery procedures	Medium		OR	2017-18	FR	15			15
13	Residents Property (Appointeeship/Deputyship)	a) Misappropriation of client property b) Inaccurate records of level/type of property held c) Non compliance with legislation	Medium		OR/AFW	2022-23					0
14	Liberty Protection Safeguards	a) Legislation not adhered to b) Assessments inaccurate c) Supervision / review of contractors performing assessments inadequate	High	CRR	OR	2020-21				15	15
total								40	30	63	133

		Key risks to be covered	Risk Assessment Category	Appears on Corporate Risk Register	Audit Type	Date last audited	Method of Review	2023-24	2024-25	2025-26	TOTAL Est. Days 2023-2026
Head of Education											
1	Secondary Schools (3)	Review of key risks - budgetary control, income collection, control of assets, school governance			EST	One audit per year		10	10	10	30
2	Primary Schools (60)	Review of key risks - budgetary control, income collection, control of assets, school governance			EST	Annual Programme		70	70	70	210
3	Nursery Schools (2)	Review of key risks - budgetary control, income collection, control of assets, school governance			EST	2022-23		7			7
4	Special Schools (2)	Review of key risks - budgetary control, income collection, control of assets, school governance			EST	2022-23			8		8
5	i-College	Review key risks: Budgetary control, governance, appropriateness of expenditure, income collection procedures			EST	2020-21					0
6	Family Hubs	a) Centres have not been set up in accordance with government guidelines b) governance arrangements between the Centre and key stakeholders have not been established c) Financial administration processes have not been clearly defined/established	Medium		OR	New	FR	15			15
7	Formula funding / DSG	a) Non compliance with legislation, b) Ineffective budget builds	Medium		OR	2009-10			15		15
8	School Census	a) Submission of incorrect returns b) Inaccurate funding	low		OR	2012-13				12	12
9	Family Support Packages for Disabled Children (to include short breaks)	a) Non compliance with legislation b) Inappropriate packages c) Overspends on budgets	Medium		OR	2015-16			15		15
10	School Admissions Policy	a) Non compliance with legislation b) Unsuitable school offers c) Invalid admissions data	Low		OR	2009-10			12		12
11	Home to School Transport Entitlement	a) Non compliance with statutory duty (to promote the use of sustainable travel and transport/make transport arrangements for all eligible children b) Mis-allocation of free transport c) Lack of policy and/or inconsistency in allocating spare transport provision to other pupils	Low		OR	2008-09	FR	15			15
12	Nursery Provision - early years grant	Review key risks: Compliance with legislation, accurate completion of grant claims	Medium		OR	2020-21				15	15
13	Special Education Needs and Disability (SEND)	a) Not meeting requirements of the new legislation/guidance b) Expenditure may not be effectively monitored	High	CRR	OR	2022-23					0
14	School Library and Museum Services (Joint arrangement)	a) Contract not effectively monitored b) Service not meeting client needs c) Value for money not obtained	Low		OR	2015-16					0
15	Adult Education	a) Non compliance with legislation, b) Non achievement of targets and standards, c) Overspends on budgets	Low		OR	Partially covered in 2018-19				10	10
16	Castlegate	Review of key risks: Budgetary control, control of assets & cash, appropriate expenditure.	Low		OR	2018-19				8	8
17	Assessment of Need/Purchase of care - Residential	a) Non compliance with legislation, b) Inappropriate packages, c) Overspends on budgets	Medium		OR	2008-09			15		15
18	Assessment of needs/Purchasing Care - Respite	a) Legislation is not adhered to b) Inappropriate care packages c) Budgets could be overspent	Medium		OR	2015/16				15	15
19	Personal Budgets/Direct Payments	a) Legislation/internal procedures not adhered to b) Inappropriate care packages c) Budgets could be overspent	High		OR	2019-20	FR	15			15

		Key risks to be covered	Risk Assessment Category	Appears on Corporate Risk Register	Audit Type	Date last audited	Method of Review	2023-24	2024-25	2025-26	TOTAL Est. Days 2023-2026
20	Offsite Activities - review of external provision of service	a) Non compliance with legislation, b) Poor risk assessment c) Inappropriate activities undertaken	Low		OR	2005-06				10	10
	total							132	145	150	427

		Key risks to be covered	Risk Assessment Category	Appears on Corporate Risk Register	Audit Type	Date last audited	Method of Review	2023-24	2024-25	2025-26	TOTAL Est. Days 2023-2026
Head of Children and Family Services											
1	Assessment & collection of client contributions	a) Non compliance with legislation, b) Incorrect assessments, c) Contributions not being requested	Low		OR	2022-23					0
2	Adoption - Recruitment, Placement and Allowances (Shared Service Arrangement)	a) Non compliance with legislation, b) Ineffective procedures to monitor the shared arrangement	Medium		OR	2021-22					0
3	Guardianship/Residence Orders	a) Non compliance with legislation, b) Incorrect/inappropriate payments, c) Overspends on budget	Medium		OR	2017/18				15	15
4	Payment of Carers (foster carers)	a) Non compliance with legislation, b) Incorrect/inappropriate payments, c) Overspends on budget	Medium		OR/AFW	2021-22					0
5	S17 - Payment of Support Costs/Allowances	a) Non compliance with legislation, b) Incorrect/inappropriate payments, c) Overspends on budget	Medium		OR	2015-16			15		15
6	Child Care Lawyers (joint arrangement with Berkshire Authorities)	a) Incorrect submission of charges to WB, b) Ineffective communication with Children's services, c) Cases wrongly undertaken by WB, d) Costs incorrectly calculated	Low		OR	2004-05	SR	12			12
7	Unaccompanied Children - Asylum Seekers	a) Non compliance with legislation, b) Asylum seekers/care leavers are not adequately supported, c) Inadequate financial controls re payment of allowances/fraud.	Medium		OR	2018-19				15	15
8	Social Worker Recruitment and Retention Package	a) The effectiveness of the package is not being reviewed to ensure that benefits are being realised as intended b) The package is not cost effective	Low		OR	2019-20					0
9	Turnaround Families Programme	a) Non compliance with requirements of the scheme b) Ineffective procedures to monitor and track outcomes c) Lack of evidence to validate grant payments claimed	Medium		OR	2020-21	N/A	12	12	12	36
total								24	27	42	93

	Key risks to be covered	Risk Assessment Category	Appears on Corporate Risk Register	Audit Type	Date last audited	Method of Review	2023-24	2024-25	2025-26	TOTAL Est. Days 2023-2026
Service Director - Communities and Wellbeing										
1	Public Health Joint Agreement Governance	a) Non compliance with legislation b) Ineffective joint working arrangements resulting in poor budgetary control and/or service provision	Medium		OR	2015-16			15	15
2	Joint Needs Assessment/Health and Wellbeing Strategy	a) Non compliance with legislation b) Failure to deliver a programme of work to address the stated aims and goals	Medium		SR	2015/16		15		15
3	Commissioning/contract management	a) contracts are poorly managed, leading to poor performance and overspending against budgets. b) Lack of compliance with the Council's Contract Rules of Procedure and/or contracts fail to achieve value for money, leading to overspending and poor performance	Medium		SR	2015/16	FR	20		20
4	Leisure Centre Management	a) Non compliance with legislation, b) Ineffective contract monitoring and management c) Health and Safety risk for service users	Medium	CRR	OR	2017-18		20		20
5	Museums (1)	Review of key risks: Budgetary control, control of assets & cash, appropriate expenditure.	Low		OR/AFW	2016-17			8	8
6	Berkshire Archive Service	a) Non compliance with terms of the joint arrangement b) ineffective monitoring of quality of service provision and costs	Low		OR	2008-09			10	10
7	Libraries Purchasing/stock control	a) Budgets overspent b) Inaccurate financial information for management decisions c) Stock may be misappropriated d) Purchasing arrangements are not cost effective	Medium		OR	2014-15	SR	12		12
8	Libraries Income	a) Loss of stock is not reimbursed, resulting in additional expenditure b) Income collection not maximised	Medium		OR/AFW	2020-21				0
9	Shaw House	a) Facilities' use/income opportunities are not being maximised b) The facilities do not offer value for money c) Costs are not being effectively controlled	Low		OR/AFW	2016-17			12	12
10	Registrars Service	a) Ineffective budgetary control, b) Insufficient control of income, c) Insufficient control of assets, d) Inappropriate expenditure	Low		OR/AFW	2020-21				0
	total						32	35	45	112

		Key risks to be covered	Risk Assessment Category	Appears on Corporate Risk Register	Audit Type	Date last audited	Method of Review	2023-24	2024-25	2025-26	TOTAL Est. Days 2023-2026
Place Directorate											
Service Director Development and Regulation											
Public Protection Partnership (From April 2022 - Bracknell and West Berkshire)											
1	Contract Management/Governance	a) Ineffective governance - Non compliance with terms of the joint arrangement b) ineffective monitoring of quality of service provision and costs	Medium		OR	2018-19			15		15
2	Health and Safety	a) Not meeting statutory obligations b) Poor service delivery/customer dissatisfaction	Low		OR	2002-03			8		8
3	Licensing	a) Not meeting statutory obligations b) Poor service delivery/customer dissatisfaction	Medium		OR	2020-21					0
4	Trading Standards	a) Not meeting statutory obligations b) Poor service delivery/customer dissatisfaction	Low		OR	2013-14			8		8
5	Civil Contingencies Joint Arrangement	a) Non compliance with Civil Contingencies Legislation b) Ineffective Governance of the Joint Arrangement			CR	2011-12	SR	12			12
6	Development Control	a) Planning Legislation is not adhered to b) Government targets are not met c) Corruption d) Income is not maximised	Medium		AFW/ACW	2013-14	FR	15			15
7	Building Control	a) Non compliance with Regulations b) ineffective monitoring of quality of service provision and costs	Medium		OR	2019-20				15	15
8	Enforcement	a) Planning Legislation is not adhered to b) Management information is not up-to-date/accurate	Low		OR	2010-11				10	10
9	Community Infrastructure Levy (CIL)	a) Planning Legislation/local schemes are not adhered to b) Policy targets are not met c) Corruption d) Income is not maximised	High		OR	2019-20			15		15
10	S106 Obligations	a) Planning Legislation is not adhered to b) Council's Planning Policy is not followed c) Ineffective monitoring of planning obligations	Medium		OR	2019-20				15	15
11	Common Housing Register	a) Legislation is not adhered to b) Housing not offered to those in greatest need c) Register not effectively administered	Medium		OR/AFW	2021-22					0
12	Homelessness Prevention/Management	a) Legislation not adhered to b) Accommodation is not obtained promptly/cost effectively c) Housing debts not appropriately managed	High		OR	2011-12	FR	15			15
13	Purchase and utilisation of Council Properties	a) Purchase and use of Council's own properties for Housing needs is not monitored/reviewed to ensure business case objectives have been met b) Value for money is not being achieved	Medium		OR	2020-21					0
14	Renovation Grants/Disabled Facility Grants	a) Grants not awarded in accordance with legislation/Council procedures b) Inappropriate payments made c) Records not up-to-date/accurate	Medium		OR	2015-16			15		15
15	Economic Development	a) Lack of strategic direction b) Plans/targets not clearly set out to meet objectives c) Poor communication across the district d) Grants not effectively managed	Medium		SR	New			15		15
Total								42	76	40	158

		Key risks to be covered	Risk Assessment Category	Appears on Corporate Risk Register	Audit Type	Date last audited	Method of Review	2023-24	2024-25	2025-26	TOTAL Est. Days 2023-2026
Service Director - Environment											
1	Environment Strategy/Delivery Plan	a) The Council may not achieve its environment/green aims and objectives if it has not set out a strategy and associated plan on how to achieve them b) Governance arrangements have not been clearly defined/established to manage achievement of stated aims and objectives c) Performance measures are not SMART and/or not set for all objectives to help ensure the objectives are achieved	High	SRR	SR	2022-23					0
2	Structural Maintenance / Engineering	a) Non compliance with legislation, b) Ineffective maintenance programme	Low		OR	2012-13			12		12
3	Major Road Repairs (Projects)	a) Projects/schemes targets not met, b) Non compliance with internal policies, plans	Low		OR	Not audited	SR	12			12
4	Traffic Management	a) Projects/schemes targets not met, b) Non compliance with internal policies, plans	Low		OR	2013-14				12	12
5	Highway Term Contract (excluding major road projects/including Street lighting)	a) Non compliance with H&S legislation, b) Poor performance is not identified/rectified c) Costs are not monitored/VFM is not achieved	High		OR	2019-20			20		20
6	Home to School Transport / CRB checks	a) Ineffective contract management resulting in poor quality of service/vfm not achieved/health and safety issues due to inappropriate drivers or vehicles being used b) Ineffective utilisation of transport capacity/route planning	Medium		OR	2022-23					0
7	Street Works/Traffic Regulation Orders/Section 38 Charges	a) Legislation not adhered to b) Income not maximised c) Misappropriation of funds	Low		OR/AFW/ACW	2022-23					0
8	Concessionary Fares / Bus Passes	a) Fraud/theft, b) Non compliance with regulations	Medium		OR/AFW	2020-21					0
9	Parking	a) Non compliance with legislation, b) Loss of income c) Fraud/theft	High		OR/AFW	2021-22				15	15
10	Fleet Management	a) inefficient or inappropriate use of vehicles b) Ineffective contract management c) health and safety issues re roadworthiness of vehicles	Medium		OR	2016-17	SR	12			12
11	Public Transport	a) Ineffective contract management resulting in poor quality of service/vfm not achieved/health and safety issues due to inappropriate drivers or vehicles being used) Income collection procedures are not robust resulting in fraud/loss of income	Medium		OR/AFW	2017-18			15		15
12	Waste Management and disposal PFI	a) Ineffective contract management resulting in increased costs/service quality issues b) Recycling initiatives not being met	High		SR	2021-22					0
13	Grounds Maintenance/Tree Maintenance contract	a) Contract specification is not met b) Inappropriate/inaccurate payments could be made	High		OR	2020-21				15	15
14	Management of Parks and Commons - Partnership Arrangement	a) Non compliance with terms of the joint arrangement/ineffective monitoring of service provision	Low		OR	New			10		10
15	Sports Pitch Hire	a) Income levels not maximised b) Income records inadequate c) Income is lost/stolen	Low		AFW	2020-21(risk assessment)					0
16	Public Rights of Way	a) Non compliance with legislation regarding plans for improvement and maintenance of rights of way b) Not having a robust challenge for insurance claims relating to public rights of way	Low		OR	New				10	10
	total							24	57	52	133

Key risks to be covered

		Risk Assessment Category	Appears on Corporate Risk Register	Audit Type	Date last audited	Method of Review	2023-24	2024-25	2025-26	TOTAL Est. Days 2023-2026
Other audit work (non service specific)										
1	Preparation of the audit plan/school visit						15	15	15	45
2	Monitoring the audit plan/school visit programme						10	10	10	30
3	Assurance Mapping						20	2	2	24
4	Annual Grant Sign off Work						15	15	15	45
5	F&G Group/Reports for Governance Committee						12	12	12	36
6	Audit Follow-ups						20	20	20	60
7	Audit Advice						15	15	15	45
8	School advice						10	10	10	30
9	SFVS Monitoring						10	10	10	30
10	External Professional Liaison						5	5	5	15
11	Fraud and related training courses						5	5	5	15
	Total						137	119	119	375
	Contingencies						45	45	45	135
	Total						45	45	45	135
	Planned Audit Days						762	821	825	2408
	Actual Staff Days Available						730	830	830	2390